

# How To Create a School Account On The Institute

*An Institute Guide for Instructors  
(Time to complete 10 min or less)*

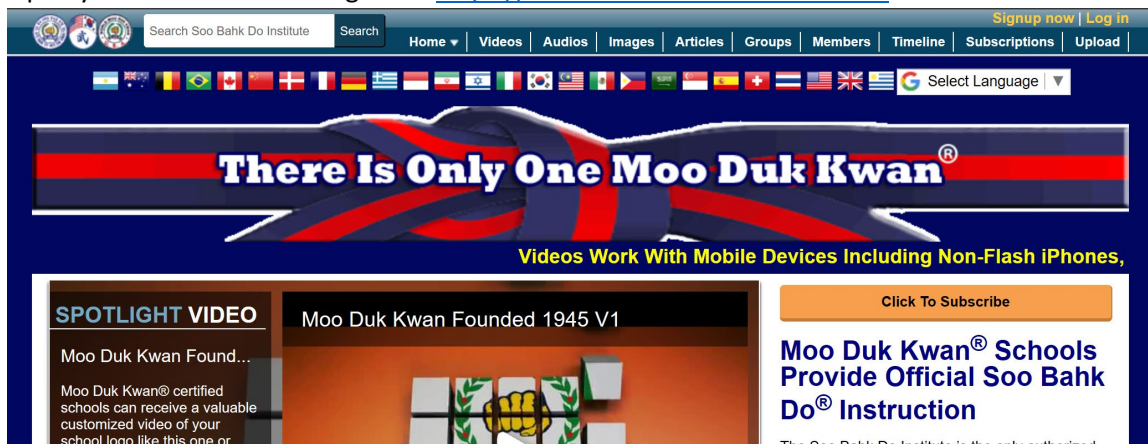
This guide is intended to help instructors create a new account and setup an online presence on the institute for your school. In this guide you will add an account for your school and associate it to your personal Institute account. Using the institute as a part of your digital presence will help provide you and your students with a way to communicate and grow in the art.

To get started, this guide assumes you have a personal account and a subscription already. (A subscription is required if you want to upload videos.) If not, and you are a studio owner, contact Headquarters to find out how you can get free subscription access. You can use the instructions in Step 1 to create your personal account, then repeat Step 1 for your school account.

## STEP 1: Create a New School Account

In this step, you will create an account using your school name. This is optional but creating one will allow you to separate your personal account from your school account so you can manage visibility as needed. (You may want to share videos with your seniors as a result of an assignment and not make those visible to your students.) You will want to use your school name as the account name.

- Open your browser and navigate to <https://www.soobahkdoinstitute.com>



- In the upper right-hand corner of the page, you should see a "Signup now" link right next to "Log in" (If you are already logged in, hover over "Hello, [your username]", which will be shown instead of "Signup now | Log in". You will see a short menu where you can click "Logout" at the bottom of the list.)

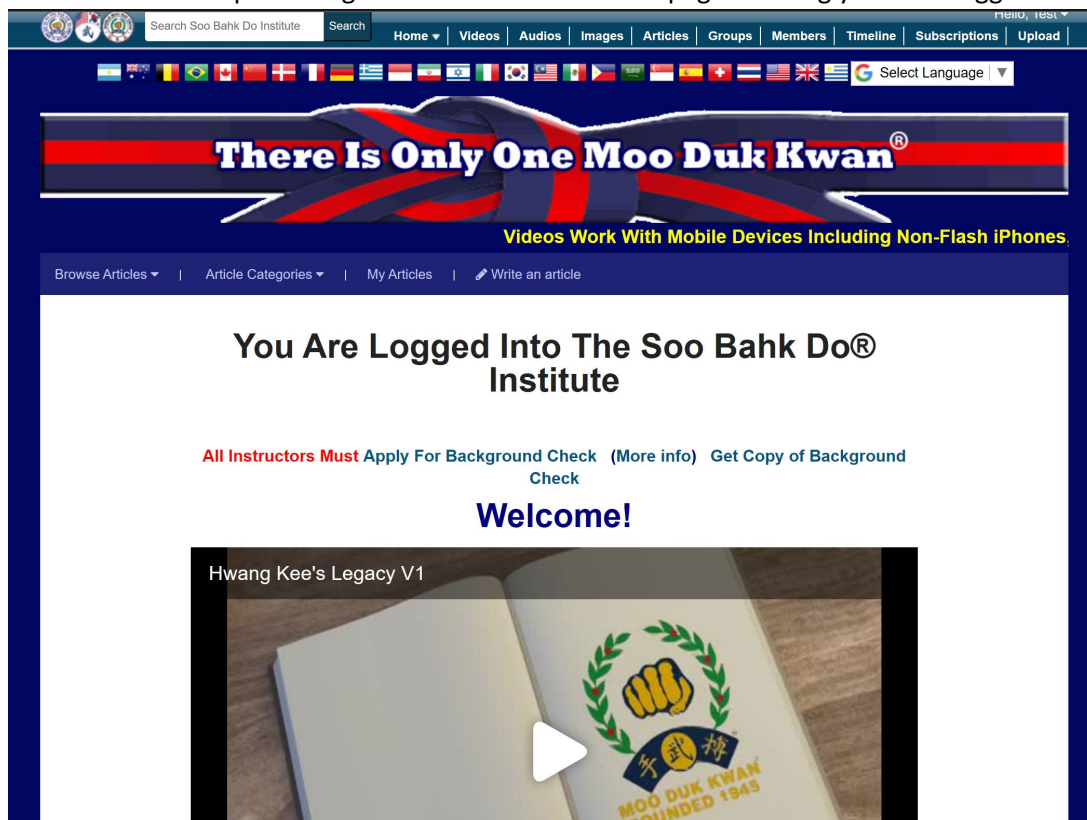


- Click “Signup now” and you will see a page that will give you an option to login or Register

- Click “Register now” and you will see a page that allows you to fill out your information. (Note: you will want to use your school’s name)

- Fill out your information, agree to the terms of use, and click the “Register now” button at the bottom.
  - Note: the username and email address must be unique. You will get an error if that username or email address has already been used.

- You have now completed registration and should see a page showing you have logged in.

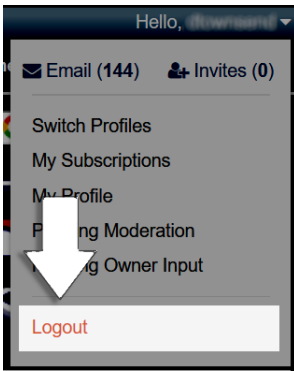


- You will receive an email to validate your email address within 24 hours. You may need to look in your spam/junk folder just in case. If the confirmation email was sent to your junk/spam folder, make sure to mark it as not junk so you will receive future emails in your inbox.
- Click the link in your email to complete the registration.

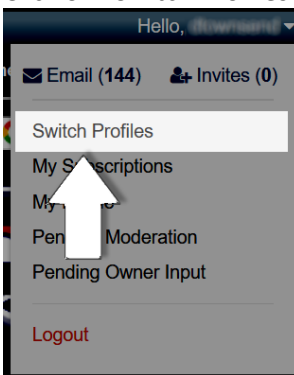
## Step 2 – Link Your School Account to your Primary Account

This step will show you how to associate your school account to your personal/private account.

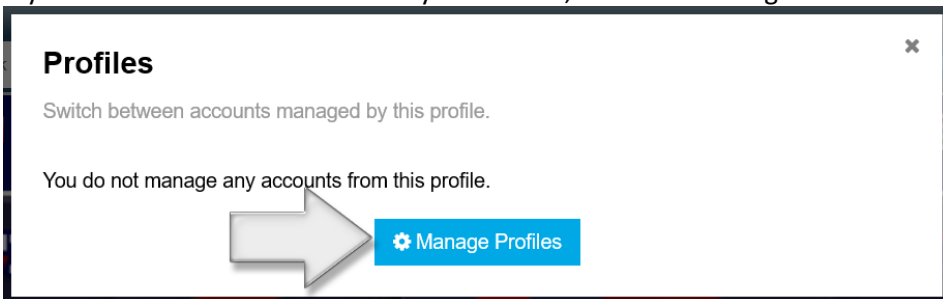
- If you are logged into the institute with your school account, log out by hovering over “Hello, [your username]”, which will be shown instead of “Signup now | Log in”. You will see a short menu where you can click “Logout” at the bottom of the list.



- Login to the site using your personal/primary account info.
- Hover over your username in the top right corner of the page to bring up the account menu.
- Click on “Switch Profiles”



- You will see a Profiles popup that will show you the accounts that are managed by your current login.
- If your school account is not already associated, click the “Manage Profiles” button.



- You will see a page that shows the accounts that your profile manages as well as a way to link an existing account. Type in your school’s account name and password and click “Submit Query”.

## Manage Profiles

Username	Full name	Actions
You do not manage any accounts from this profile.		

**Link an existing account:**

Enter the login details for the account you would like to manage. Once the account is linked, you will only have access to it from your account "YourSchoolAccount". You can unlink the account at anytime.

[Lookup an account's username.](#)
[Reset an account's password.](#)

**Important information about linked accounts**

Linked accounts will only be accessible by switching profiles from within your master account "YourSchoolAccount". You will no longer be able to log in directly to the account.

Friends, friend requests, messages and all other data is separate from your master account. Friends will only have access to content you have shared with them from the account they are friends with.

The linked account will have access to the same subscription-only content your master account has.

- You will see a confirmation pop up. Verify you are logged into your primary/personal account (the account name will be in parentheses) and click "Ok".

### Are you sure you want to proceed?

The account you are currently logged into (**YourSchoolAccount**) will become your master account. If you wish to use a different account as your master account please log out and log in to that account.

- Next, you will see the Manage Profiles page again with a confirmation message at the top and your school account listed. You will also see your primary username, name, and other information.

You are now the primary manager for this account.

## Manage Profiles

[Return to all managed accounts](#)

### YourSchoolAccount

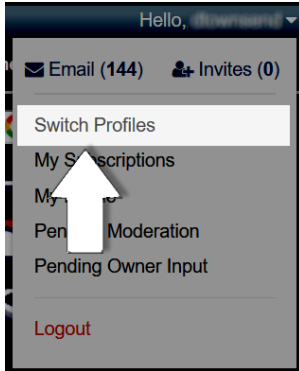
All managers for this account:

Username	Name	Primary Manager	Actions
YourSchoolAccount (you)	YourSchoolAccount	Yes	<a href="#">Revoke Access</a>

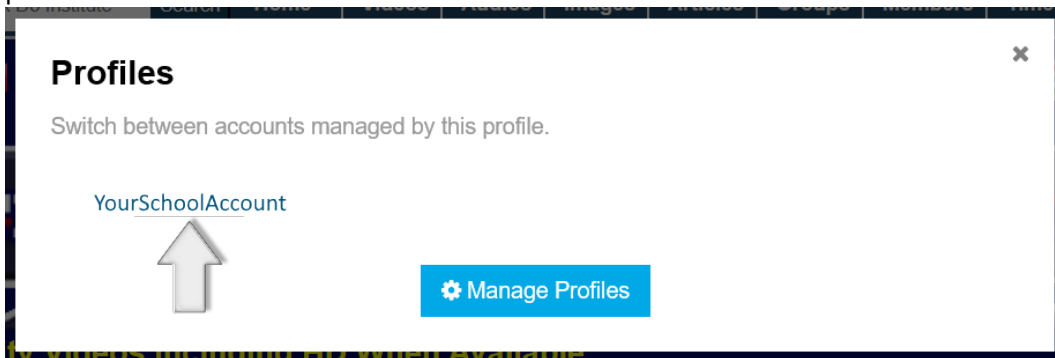
All managers will be removed and the profile will become an independent user again.

- You can now switch between your primary/personal account and your school account!

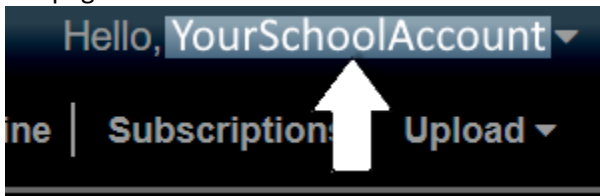
- To do so, just open your account menu again by hovering over your name in the upper right-hand corner of the page and click “Manage Profiles”.



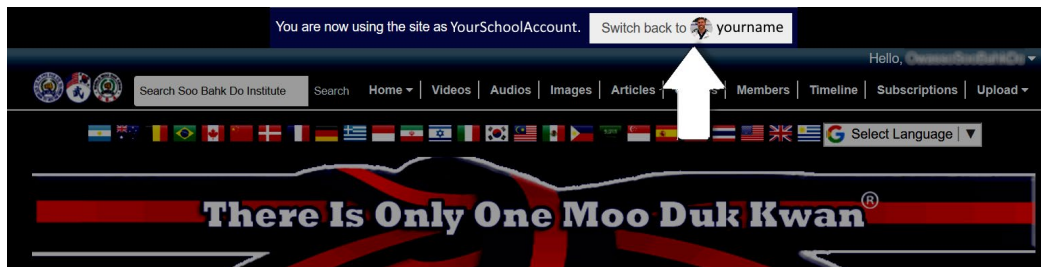
- You will see your profiles menu. Click on your school’s account name and you will switch to that profile.



- You can verify which account you are using by looking at the upper right-hand corner of the page. After switching to your account, the name displayed on the upper right-hand corner of the page should be the school account’s.



- You can always switch back to your primary/personal account by repeating the last three steps or by clicking the “Switch Back to...” at the top of the page.



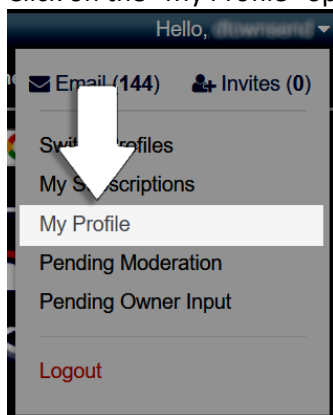
- Now you can manage content for two different accounts (personal or school) with just one login!

### Updating Your School's Profile Picture

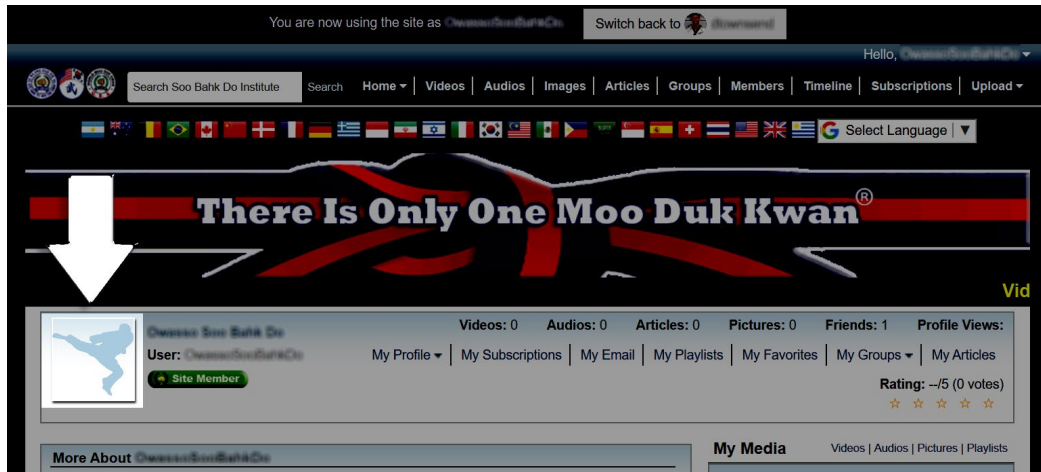
After creating and associating your school account, you will want to add your school logo or personal photo as the profile image to make it easy for your students to find your school's content.

- Hover over your school's username in the top right corner of the page to show the account menu.

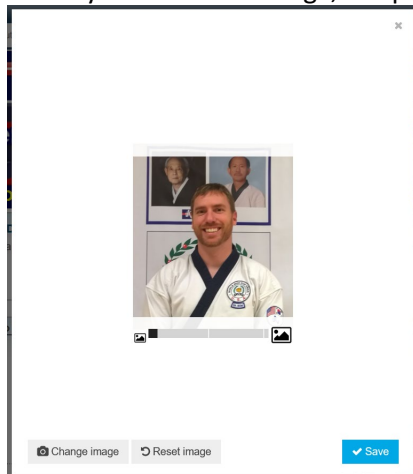
- Click on the "My Profile" option in the menu



- Now, you will see your profile page where there are several options to manage your profile. For now, we just want to focus on your logo/picture.
- Click on the picture icon to the left of your name. (When you hover over it, a blue button will appear that says "Edit picture".)



- You will be presented with a popup that has a button that says, “Select profile picture”.
- Once you click that, select the logo or picture from your files that you want to use.
- When you select the image, the popup window will let you size or crop the image to fit.



- Now, just click “Save” and your profile picture will be updated.