



Onboarding Document for Schools

Released: 23 Mar. 2021

Welcome

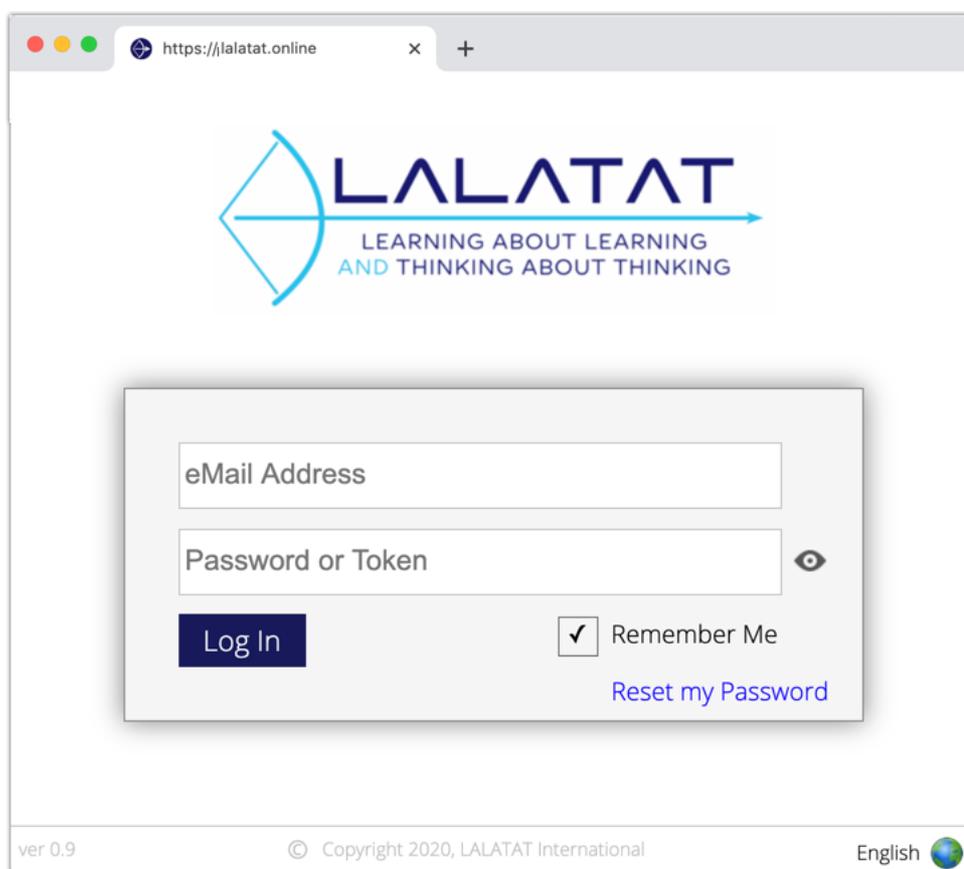
This document will outline some of the basics when accessing the LALATAT Portals.

Internet Address

Access to the LALATAT Portals is through the use of a modern browser, at this address:

<https://lalatat.online>

This will provide the initial Log In page.



There are two items of data required to gain access to the LALATAT Portals – your email address and a Token or Password.

The Token is a unique key that is required to be used for the first-time access, so as to register that token to your email address. The Token can also be used to log into the LALATAT Portal at a later stage, as an alternative to the password, so it should be kept private and secure.

Note: The Reset my Password option cannot be used until after the initial Token login, and a password has been set.

Distribution of Tokens

A school can obtain batches of Tokens from LALATAT International, by providing the required numbers of Students and Teachers (contact sales@lalatat.com). The Token is a unique 8-character value, and specific to either a Student or Teacher role. A batch of Tokens will be provided in the form of an Excel spreadsheet, to enable the school to use whatever means of distribution is convenient. We recommend the school records these tokens against the students they are assigned to in the School Management System, if possible.

First-Time Access

The *first* time you log in using the Token, you will be presented with the Welcome page, which enables you to record your name, set up your own password, and if you have purchased the LALATAT Portals, you will nominate your default Portal.



Hi, and welcome to LALATAT



What you will learn from doing the exercises in this Portal will make a difference in your life. You will Learn about Learning, and Think about Thinking.

Your Details

(between 8 and 50 characters)

Start

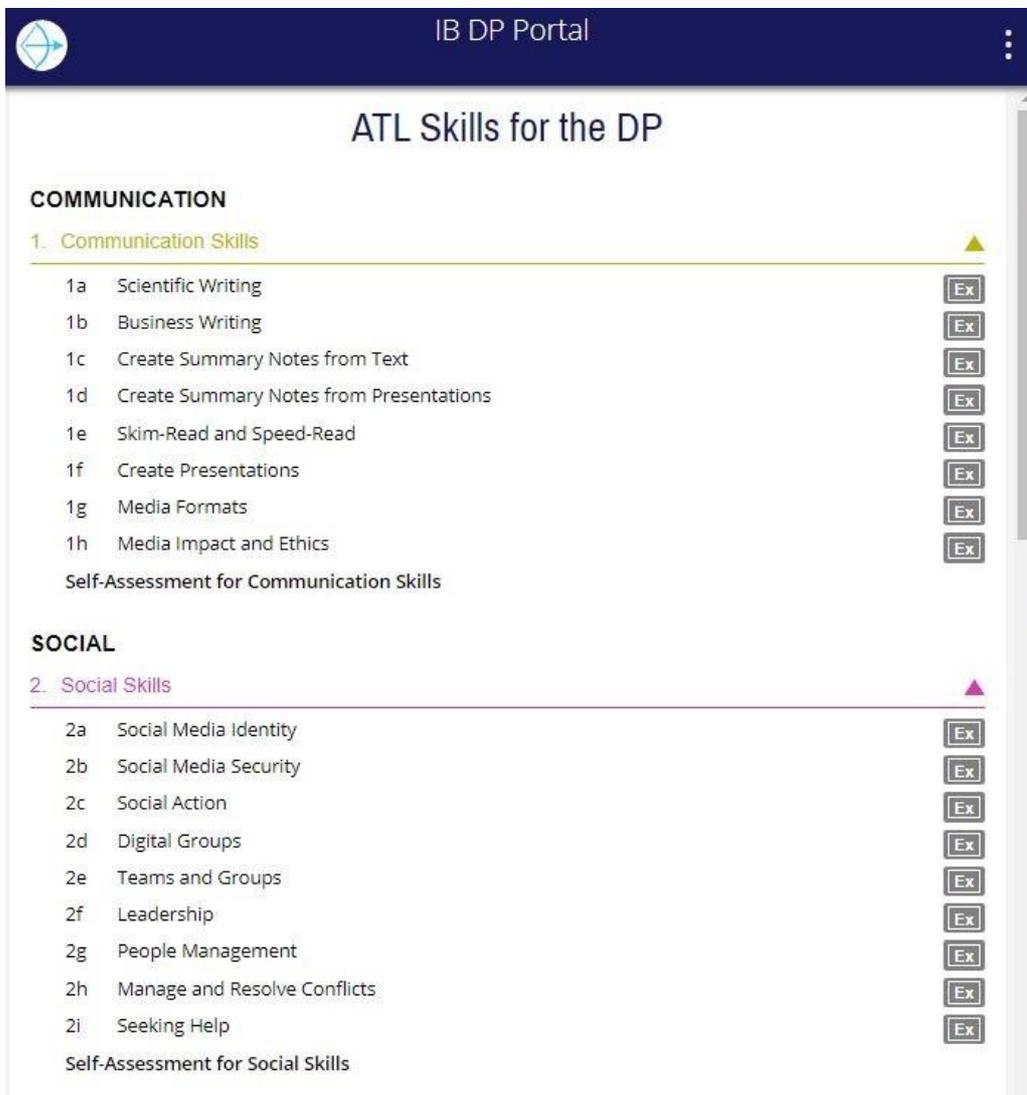
The email address will be pre-populated with the email address used to log in.

Users should be encouraged to enter their first and last names, as this information will make it easier for users of the future Teacher and Admin Portals to recognise the individuals, rather than with just the email addresses. If possible, we would encourage schools to provide us with integration to the School Management System, if that is available.

The password is personal choice, and can consist of any combination of letters, numbers and symbols, but has a minimum length requirement of 8 characters. The password is case-sensitive, so must be entered into the Log In page exactly as it is created. We suggest that students either use their school access password for LALATAT, or save this password into the School Management System, to minimise the need for “lost password” support.

(Note: we do not store these passwords, so will not be able to retrieve them. Reset Password is the only option to resolve a forgotten password.)

Upon clicking “Start” the user will be transferred to the Contents page of the selected Portal.



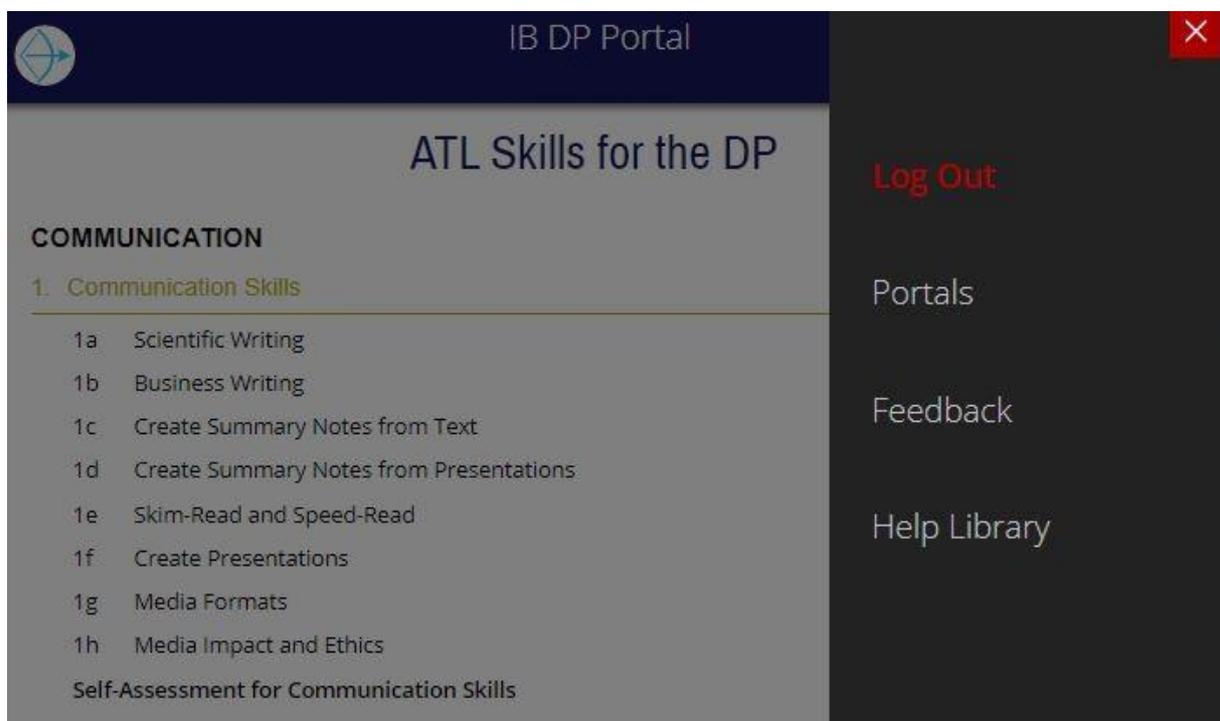
The Contents page displays the Category groups as expanding/collapsing headings. Each strand caption acts as an access button to open the Web Page for that Strand.

The **Ex** button at the end of each Strand description will expand/collapse the list of exercise descriptions for that Strand. Clicking on any of the Exercise descriptions will open that Strand's Web Page at the point of that exercise.

In the top-right corner of the header bar, there are three vertical dots. This is an access button for various options and settings.



Clicking on this set of dots will slide in an Options panel from the right-side of the page.



Notice that the remainder of the page to the left of the slide-in panel has greyed out. Clicking anywhere on this greyed-out section of the page will close the slide-in panel, as will clicking on the red **X** button.

There are a number of places within the Portal where the main view of the page will be greyed-out while a popup panel is displayed. Clicking anywhere on this greyed-out section of the page will also close the popup panels, and return the page to its original state.

In the bottom-right corner of the footer section, the currently selected language will be displayed, along with a small planet Earth icon.



Clicking in this area will pop up a small language-switching panel, containing options for the available language translations.

This preliminary set of details should be sufficient introduction to enable you to access and navigate the LALATAT Portal. If you need further information, please use the Feedback option available on the slide-in options panel.

Support and Help

Support issues and questions can be sent to support@lalatat.com so they can be logged in our Help Desk system. We will respond to all enquiries raised by the school.

Thank you for using the LALATAT Portals