ACADTRACK USER GUIDE

School admin guide

Step-by-step tutorials for the school admin role in AcadTrack.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

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Getting started

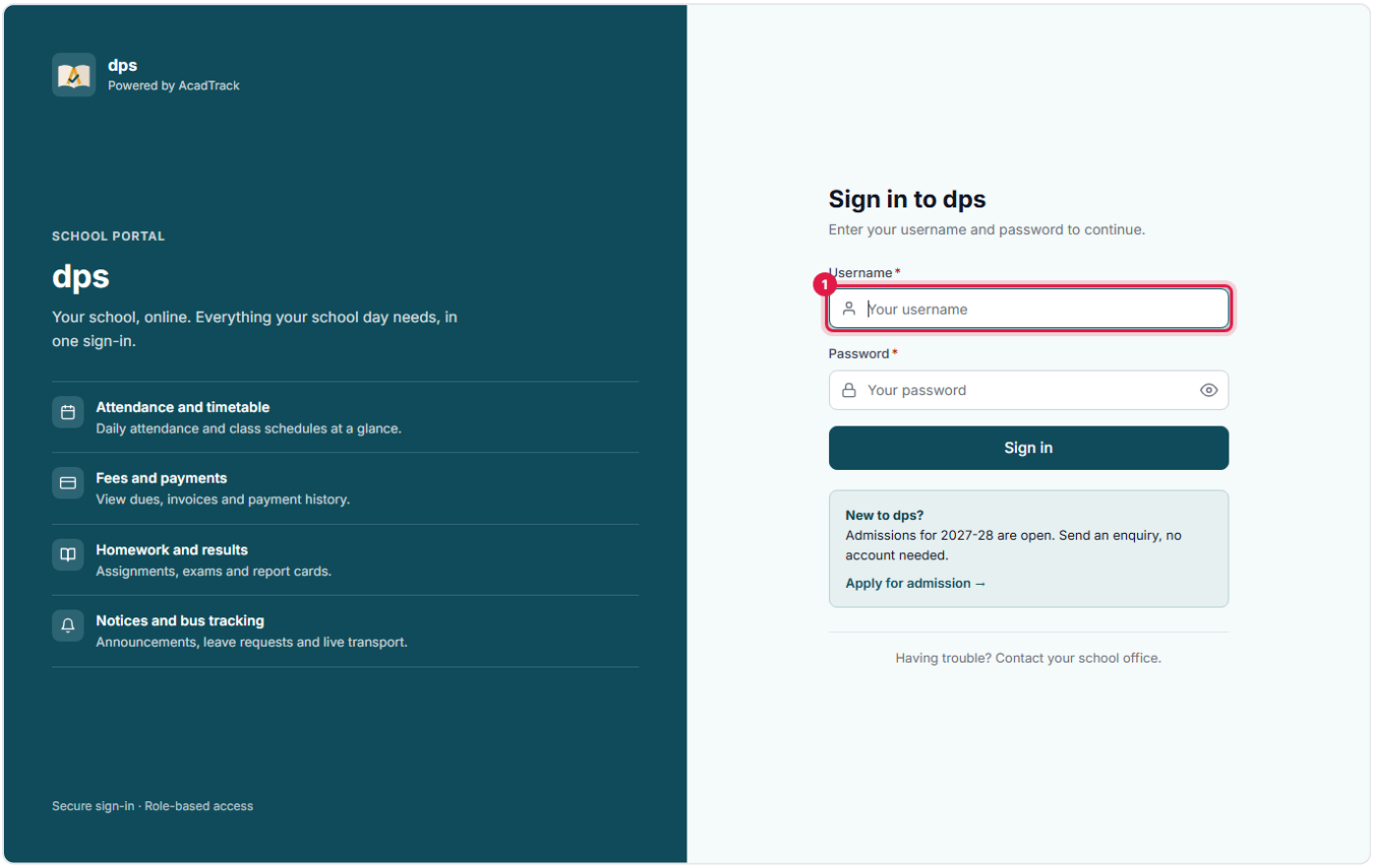
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

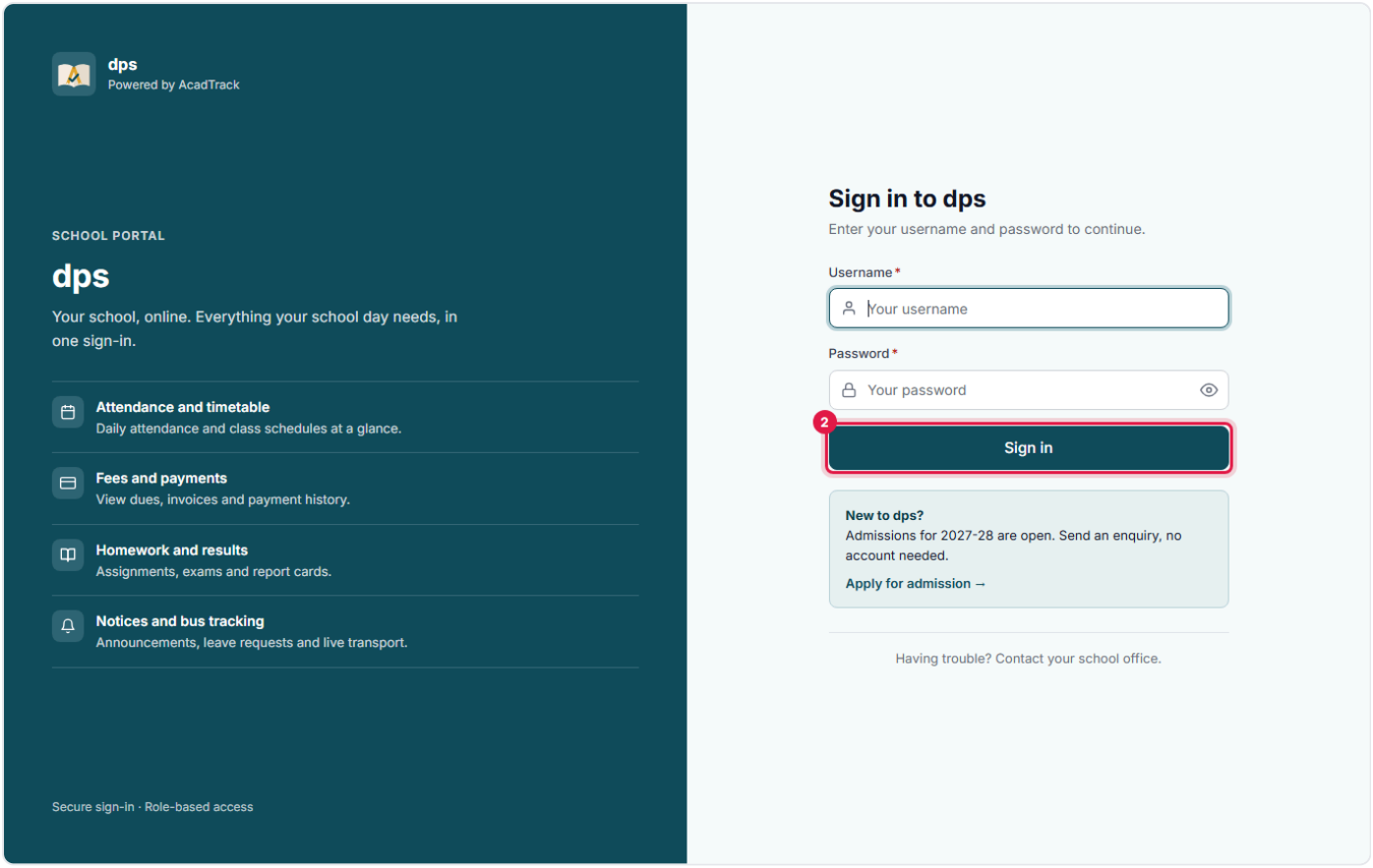
Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

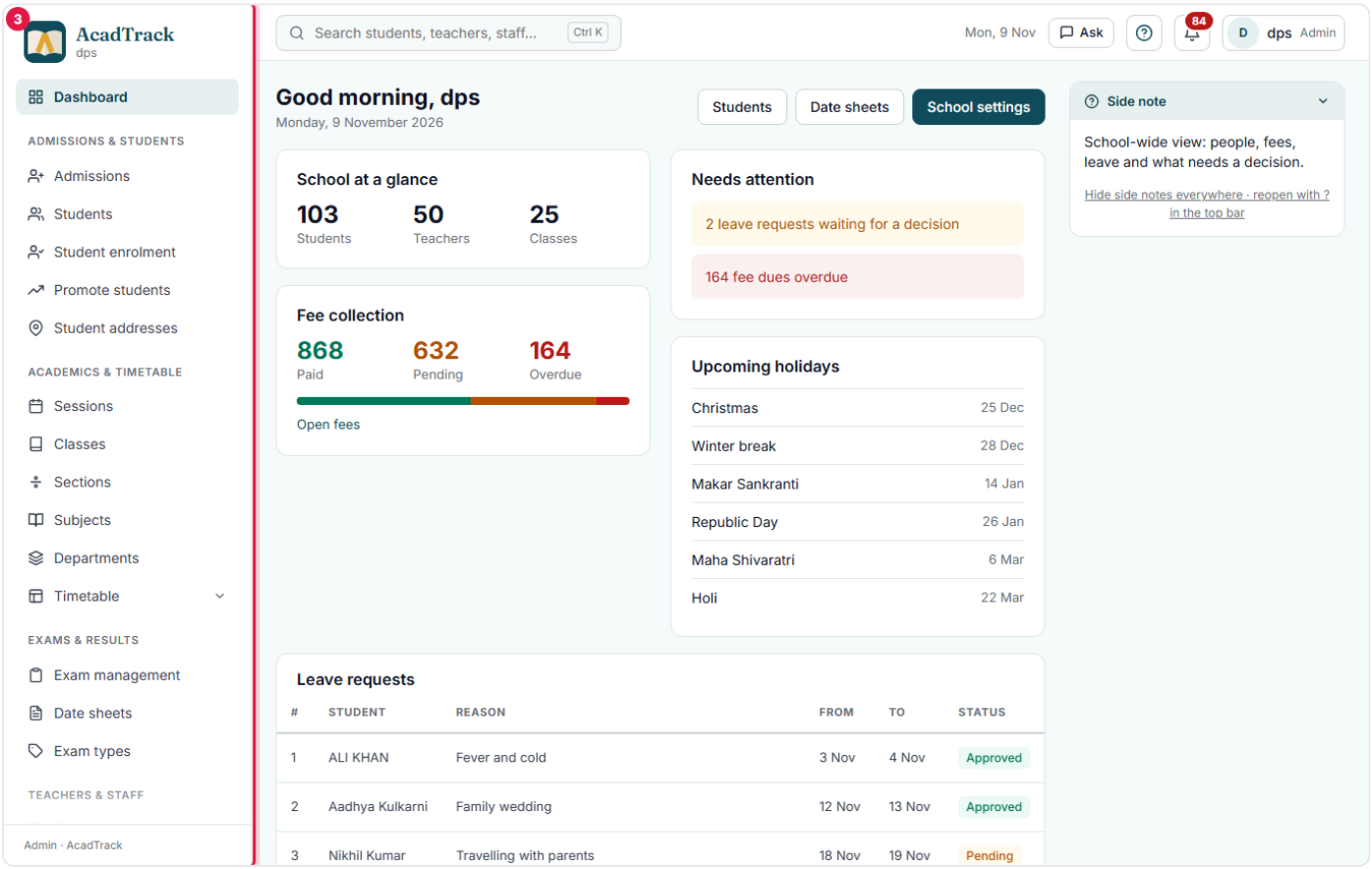
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



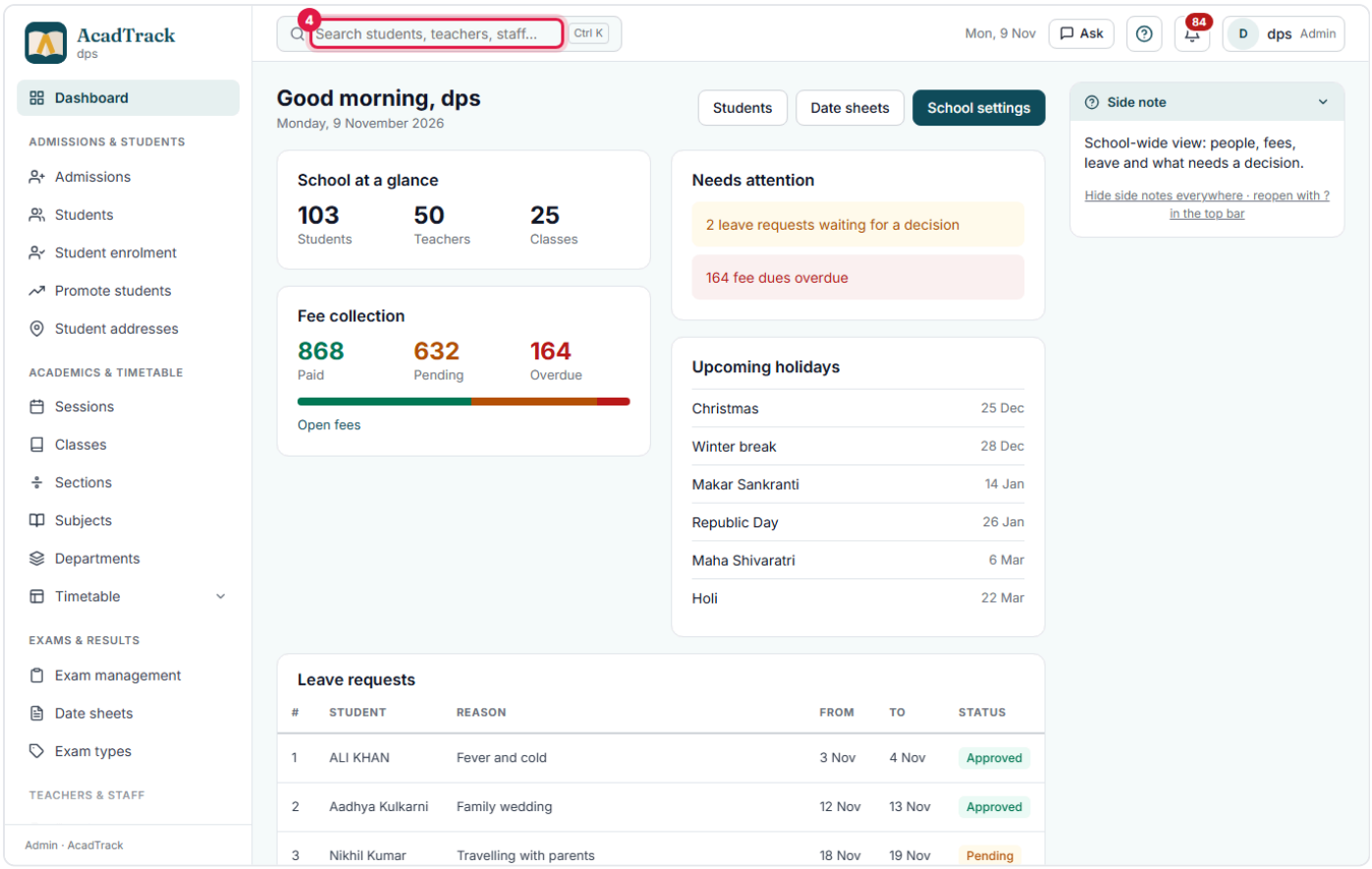
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



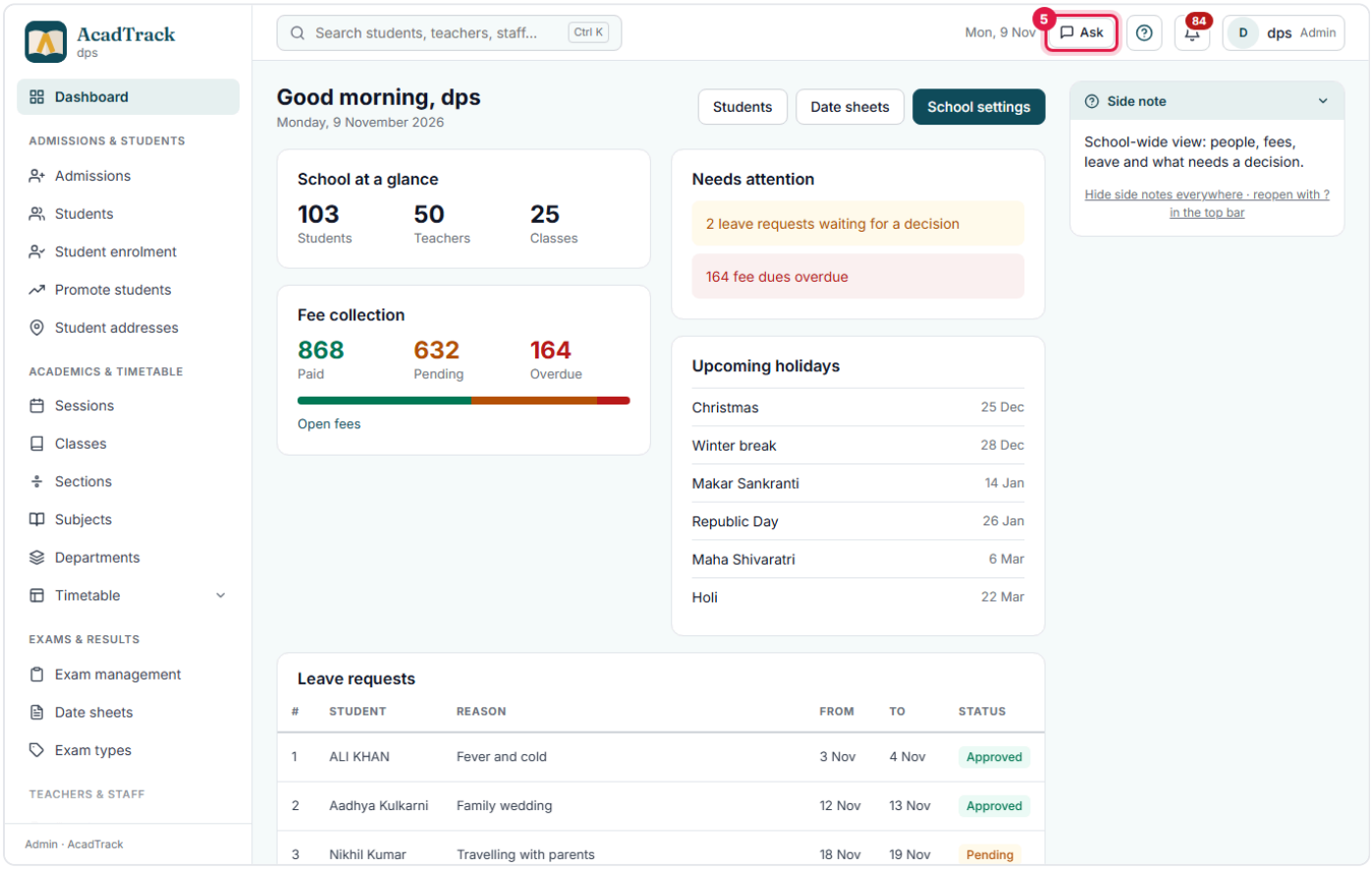
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



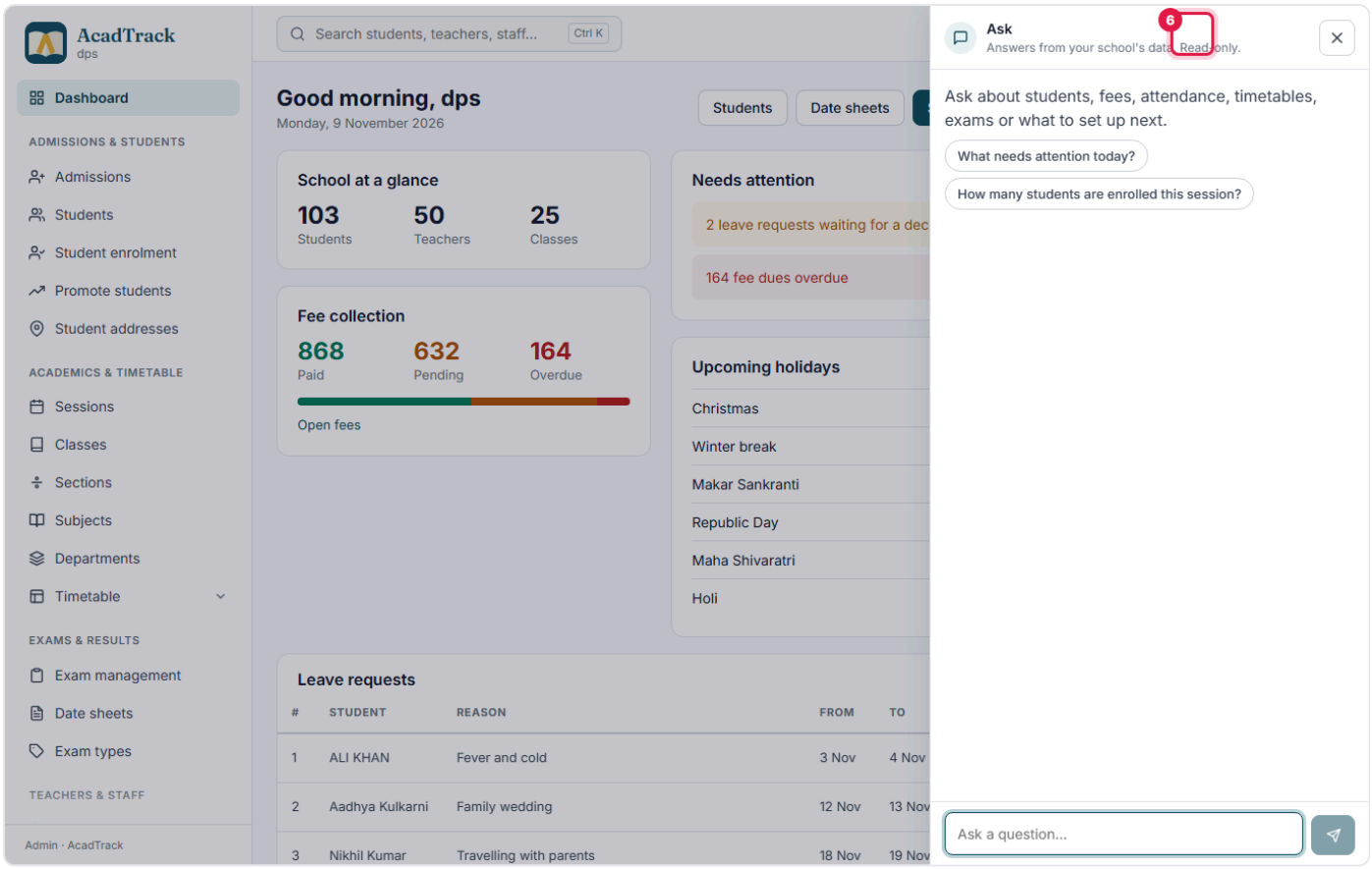
4 Search (or press Ctrl K) finds people and pages from anywhere.



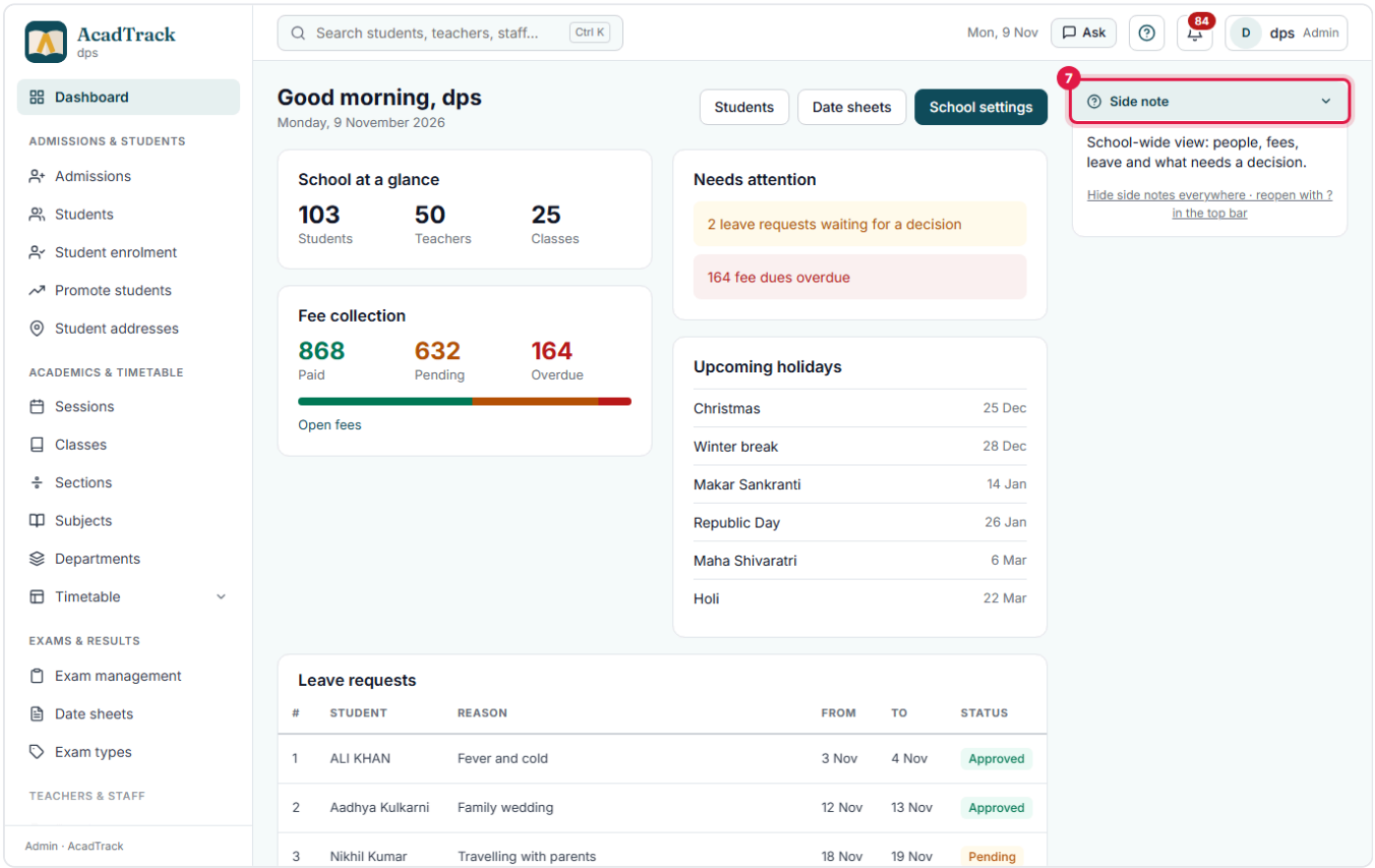
5 Ask answers questions about your school in plain words, from the school's own data.



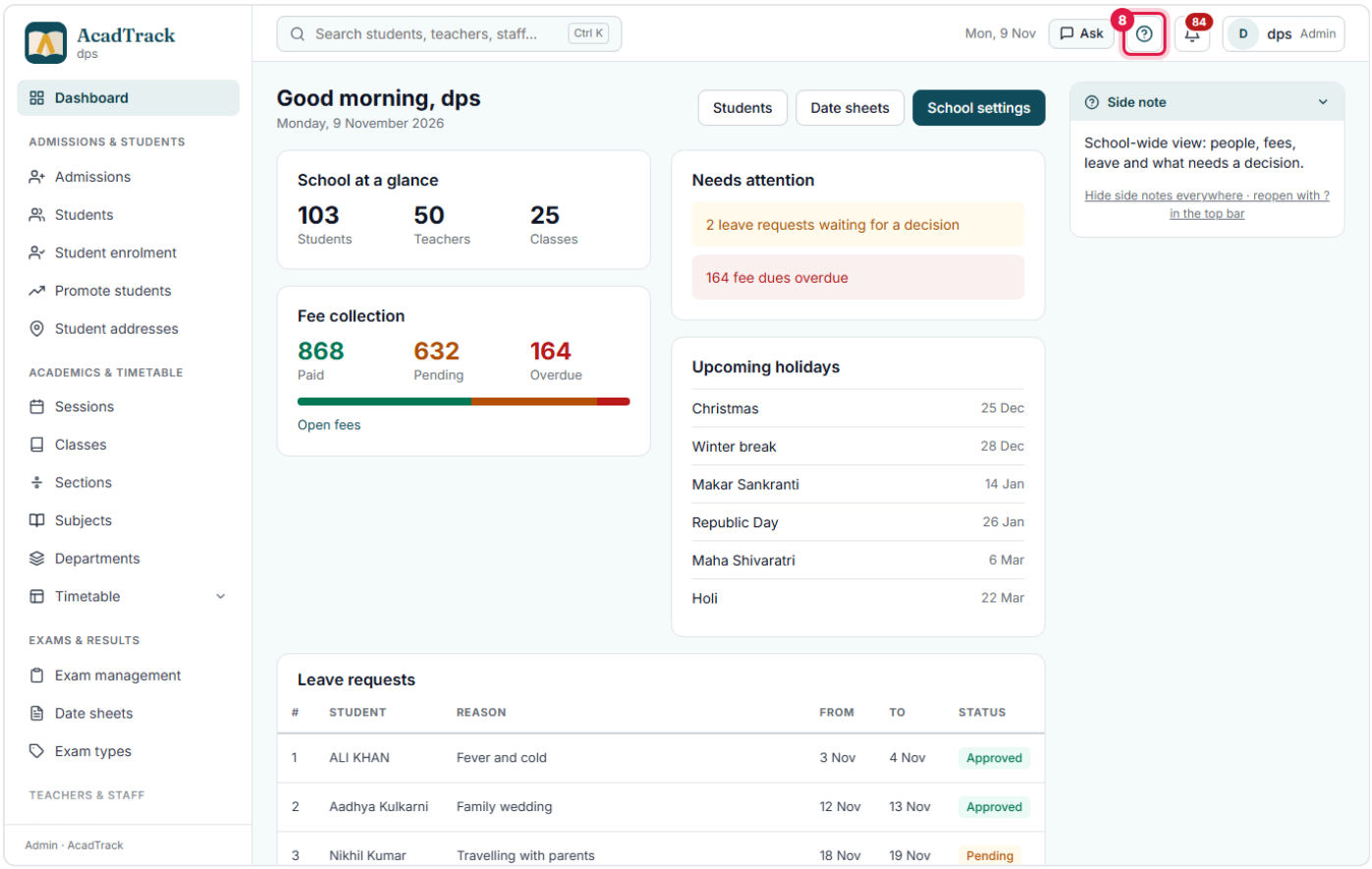
6 The bell shows notices and alerts meant for you.



7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



School admin

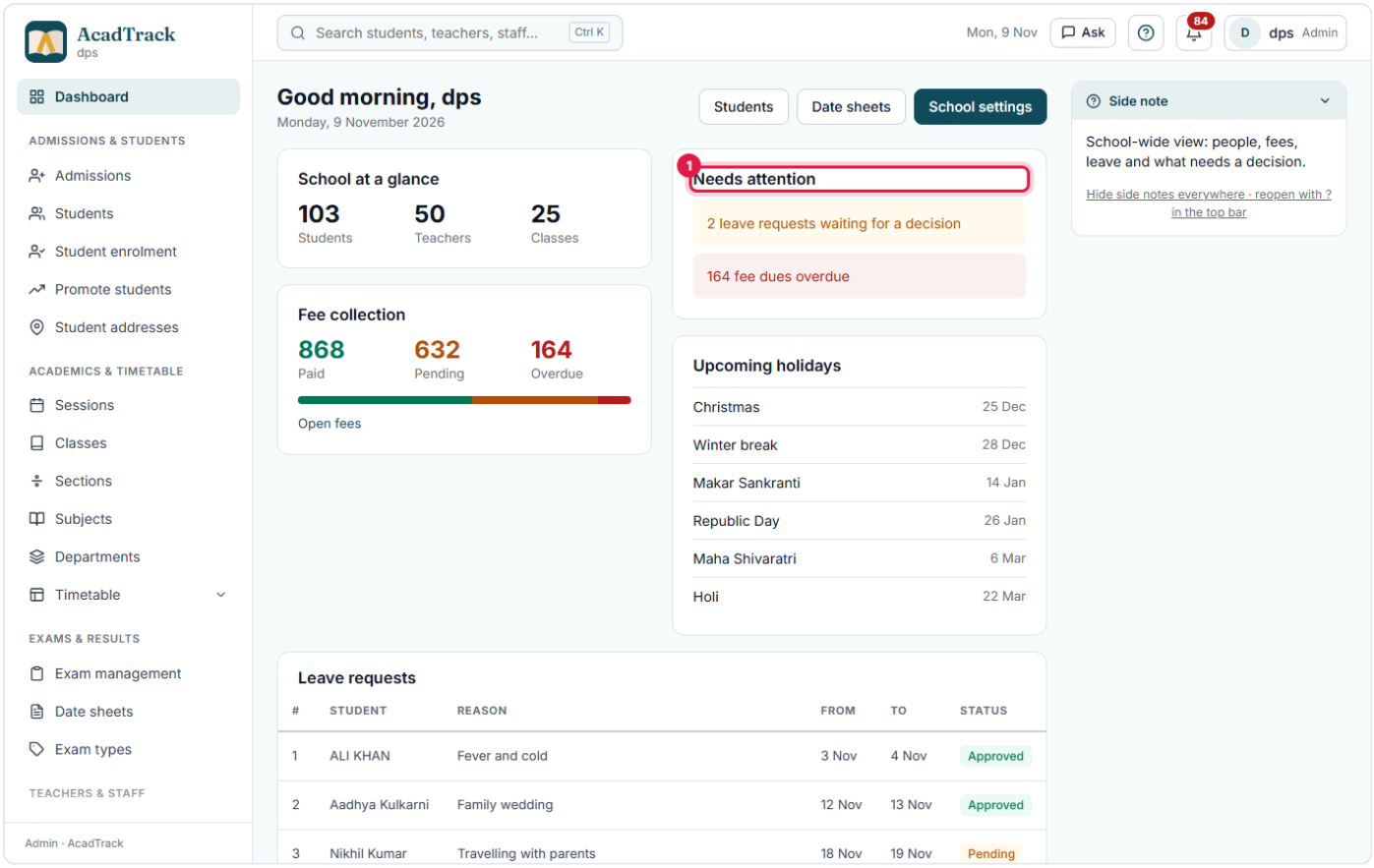
dps

The school admin owns setup and access: who can sign in, what each role can do, and the school's details.

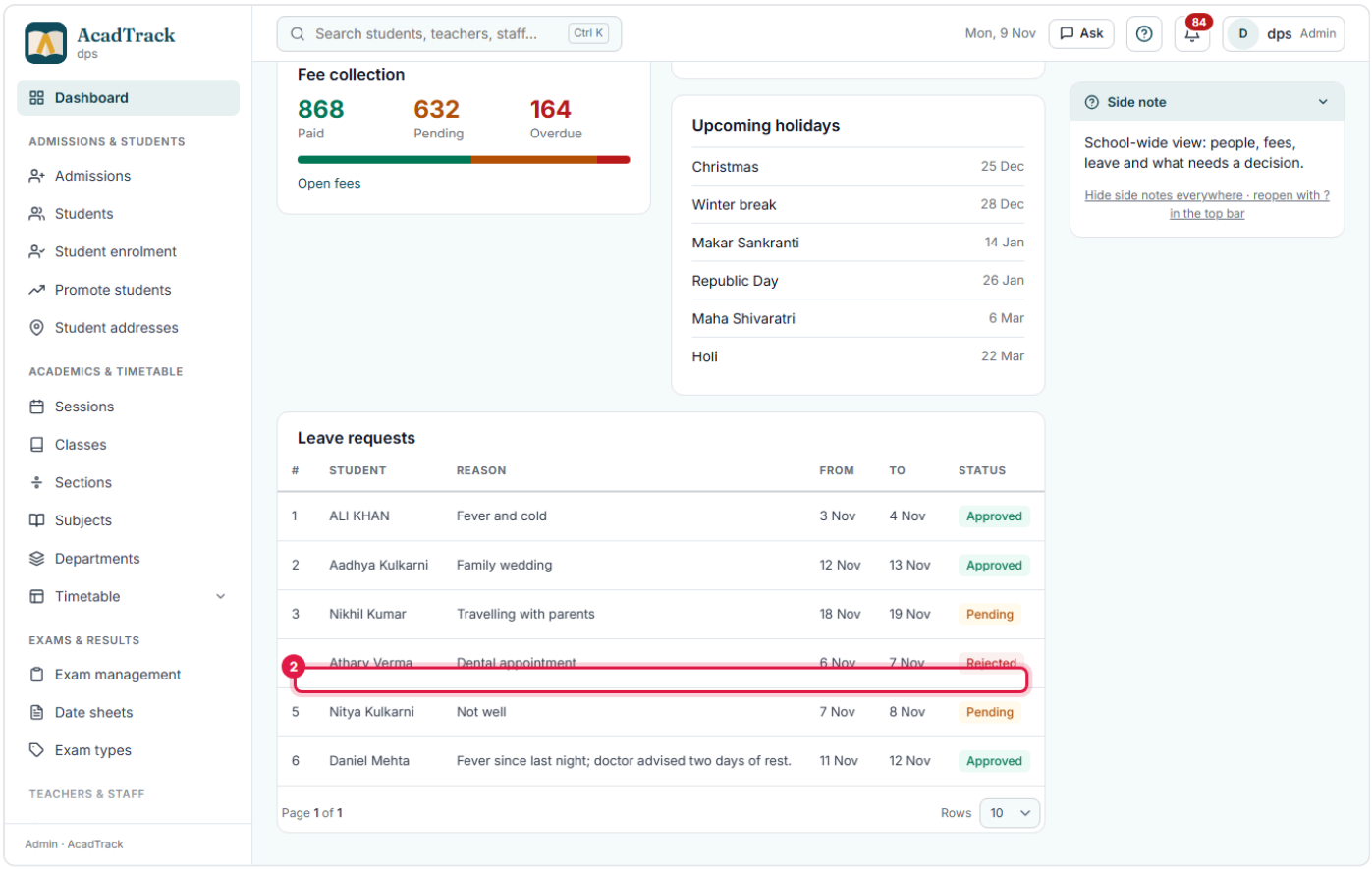
Check the school at a glance

> See numbers, fee collection and what needs a decision today.

1 The dashboard shows students, teachers and classes, fee collection, and what needs attention today. signed in as dps



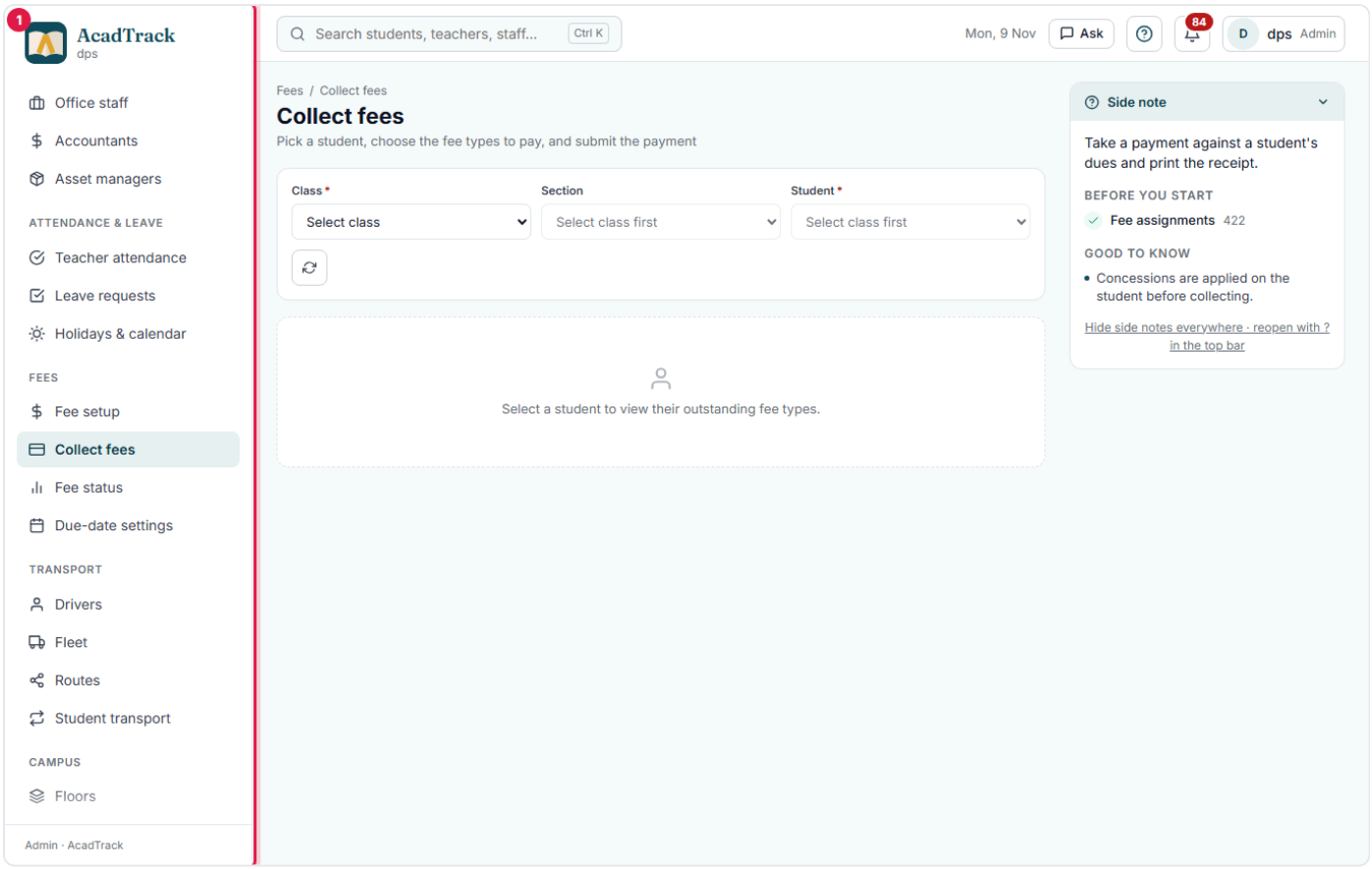
2 Leave requests waiting for a decision are listed here; open one to approve or reject it.



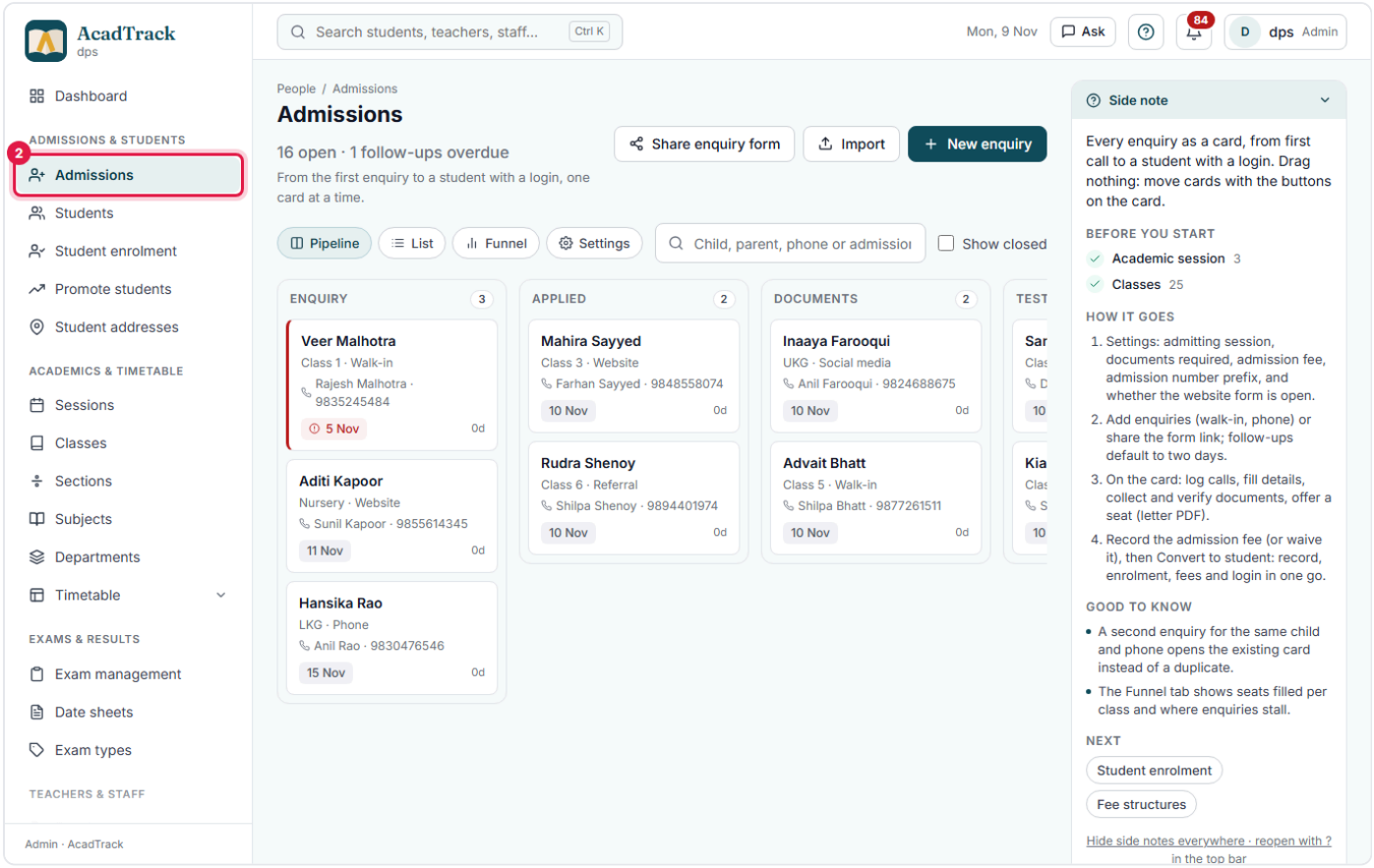
Find any office screen from your menu

> The admin works on every office screen; the menu is grouped by what the work is for.

1 Your menu is grouped by function: Admissions & students, Academics & timetable, Exams & results, Teachers & staff, Attendance & leave, Fees, Transport, Campus, Communication and Administration. Every office screen opens for you, here Collect fees. signed in as dps



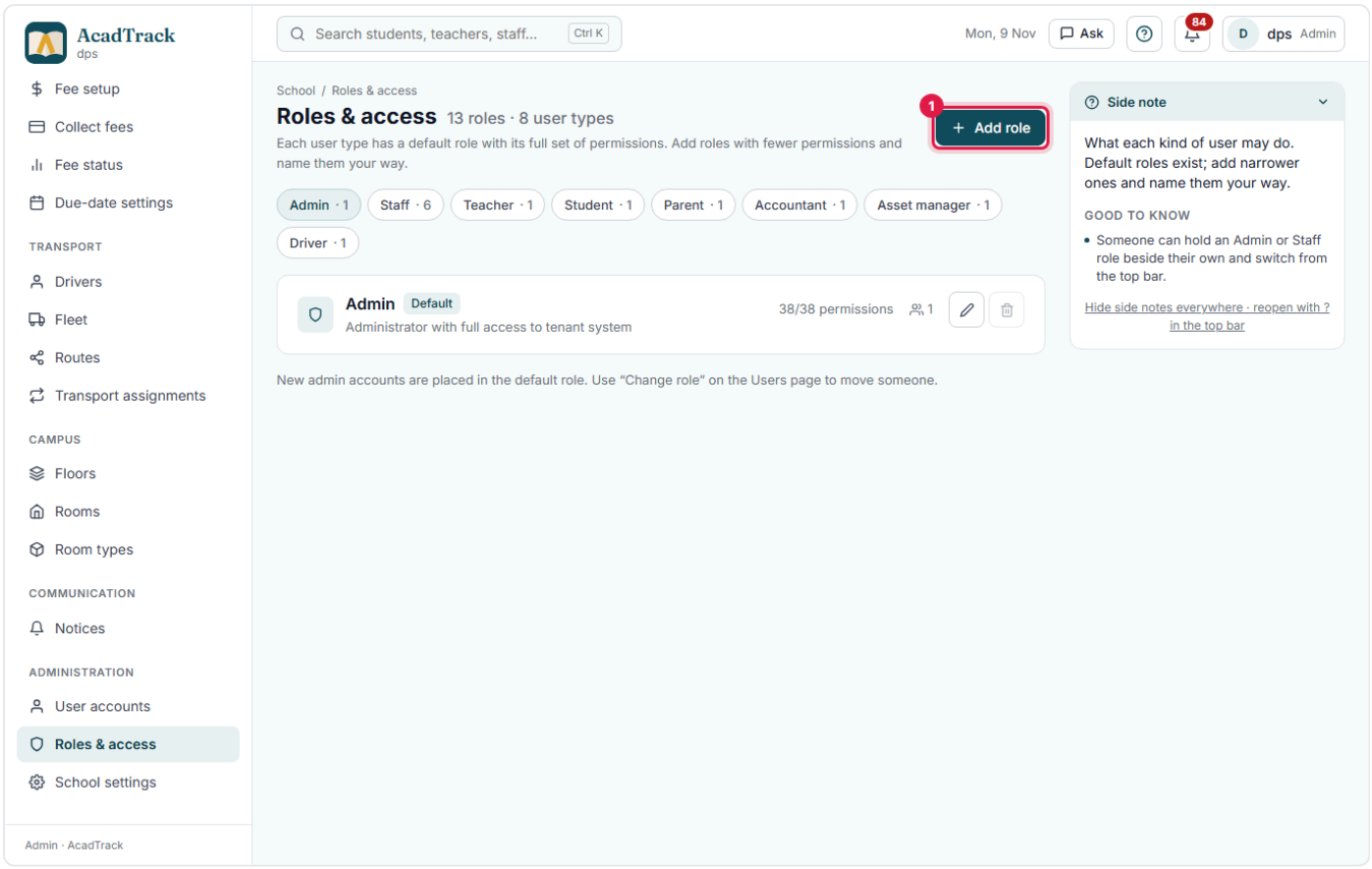
2 Office screens such as Admissions keep your admin menu and your Admin badge in the top bar.



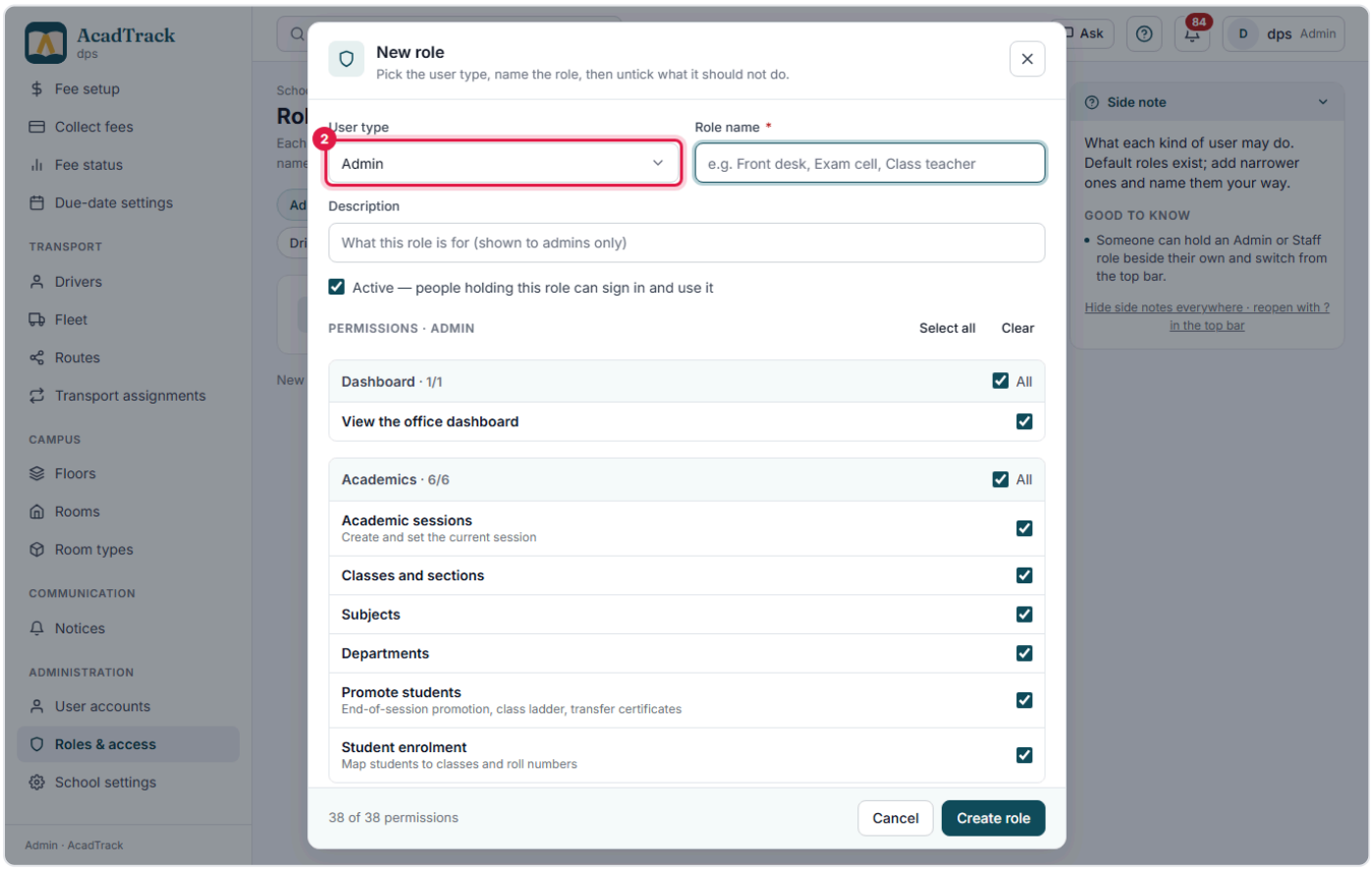
Create a role and give it to a staff member

> Make an "Academic office" role that can run exams and promote students, then move a staff member into it.

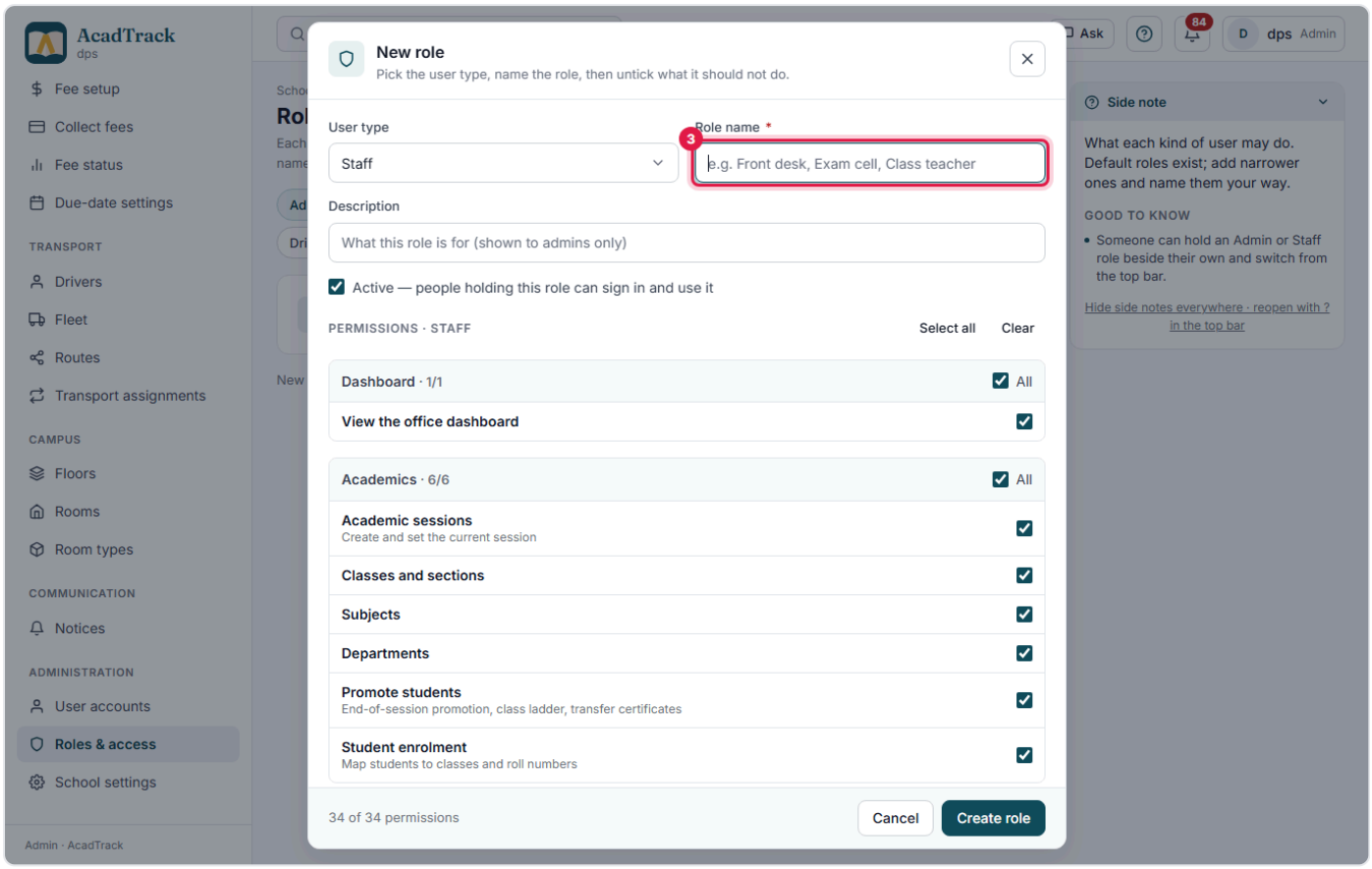
1 Open Roles & access. Each user type has a default role; schools add their own roles beside them. signed in as dps



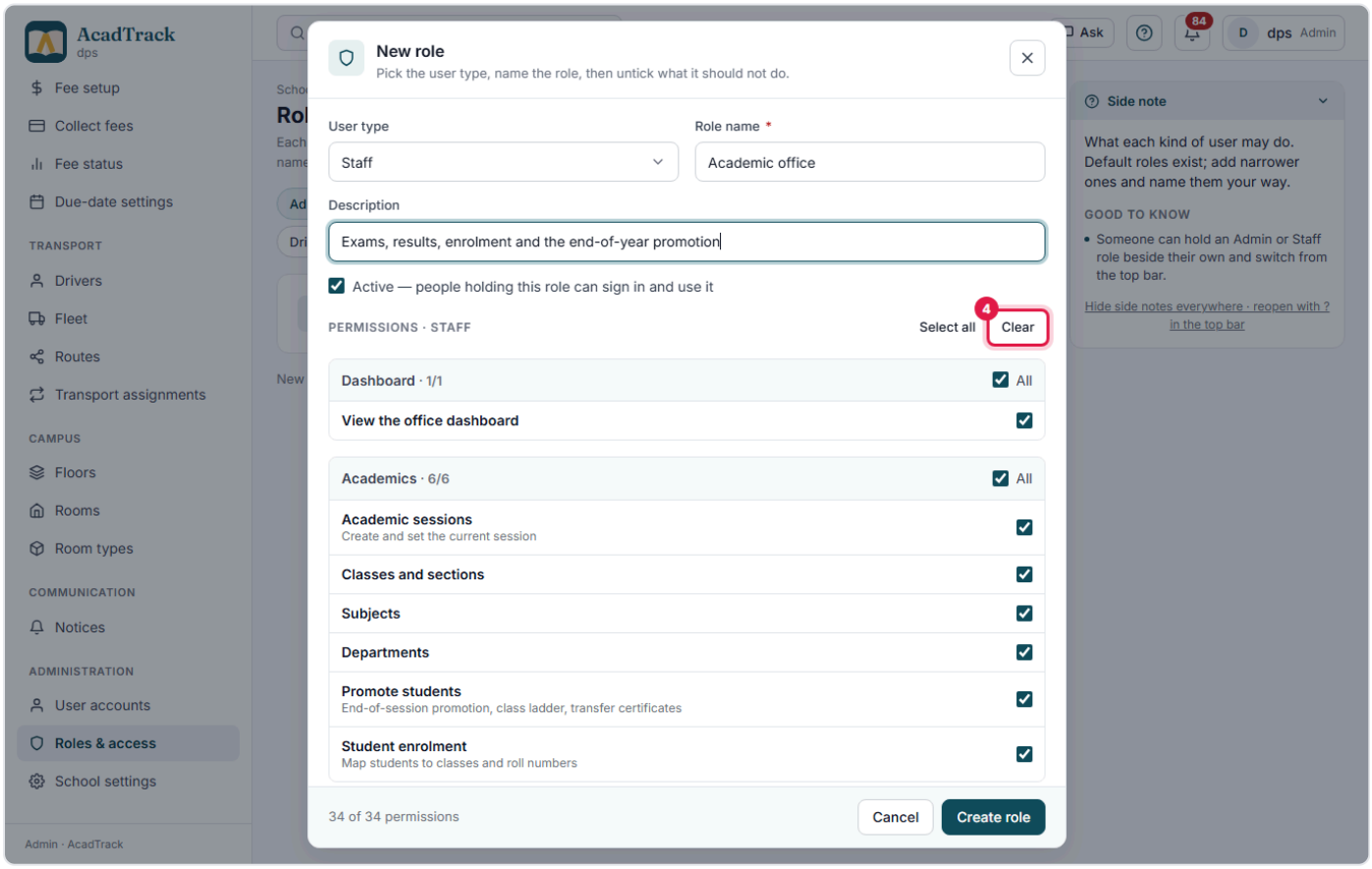
2 Choose the user type the role is for. Staff roles are for office people.



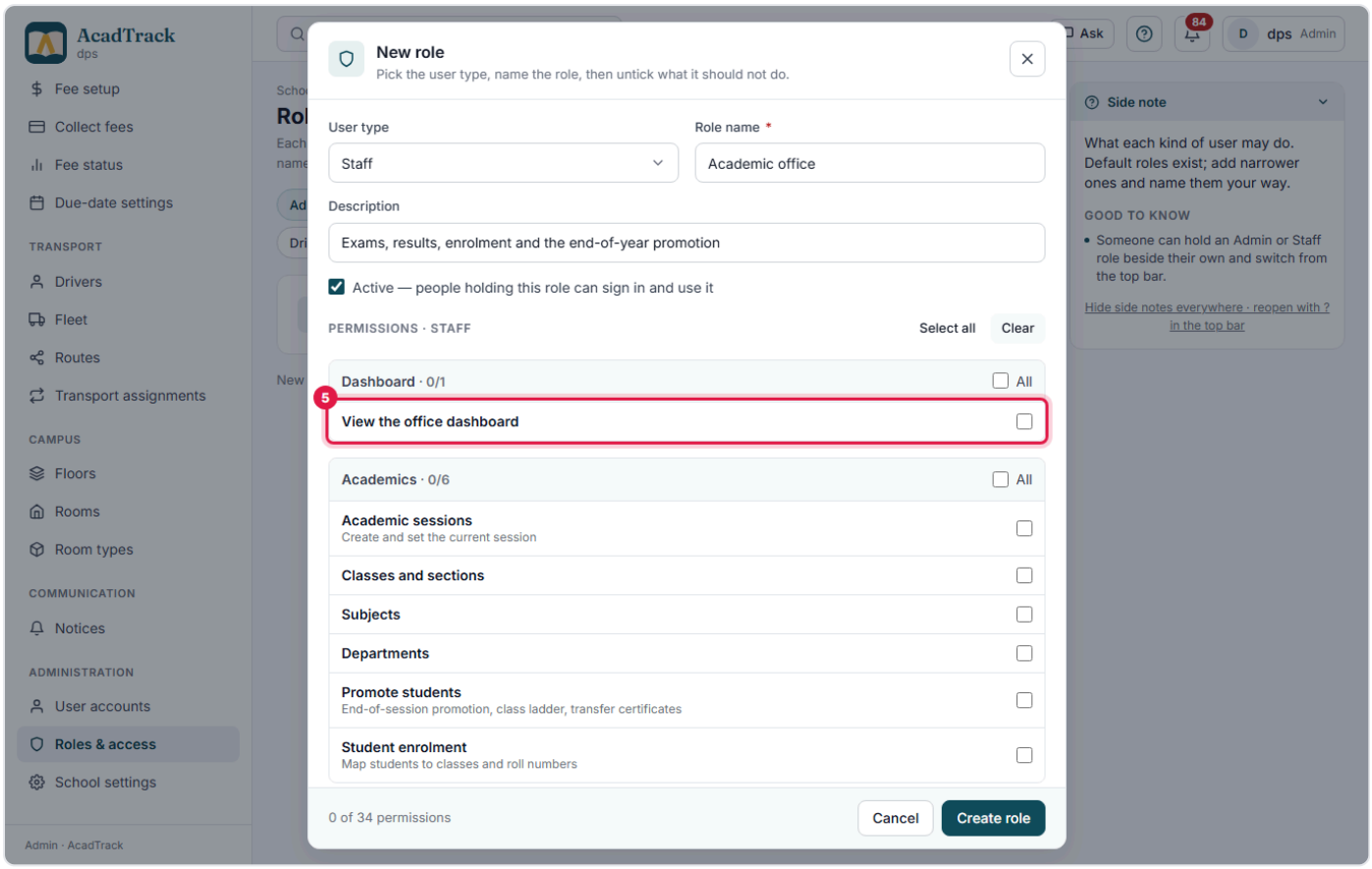
3 Give the role a clear name and say what it is for.



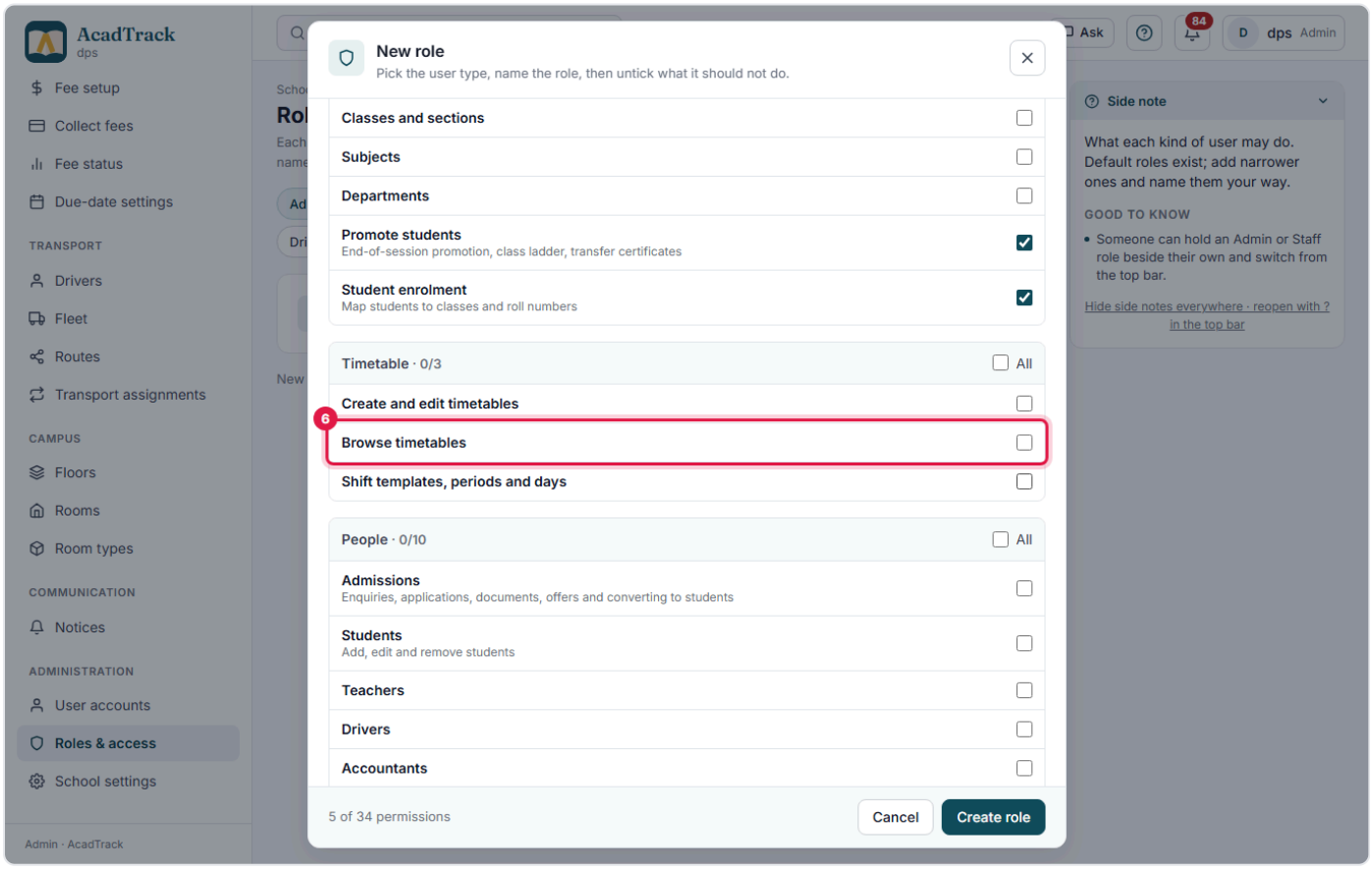
4 A new role starts with everything ticked. Choose Clear, then tick only what this role needs.



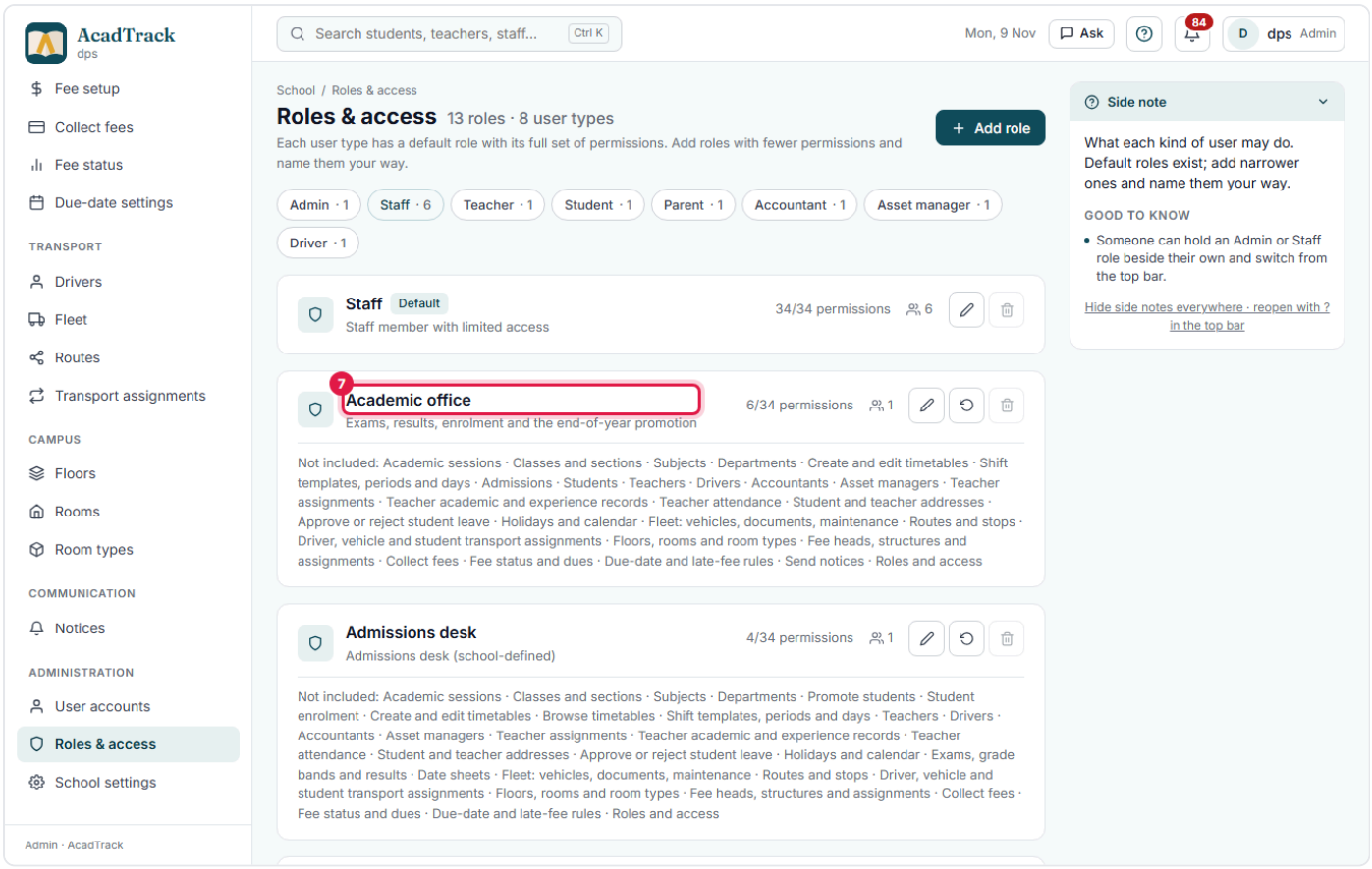
5 Here: the office dashboard, student enrolment, promotion, exams and date sheets.



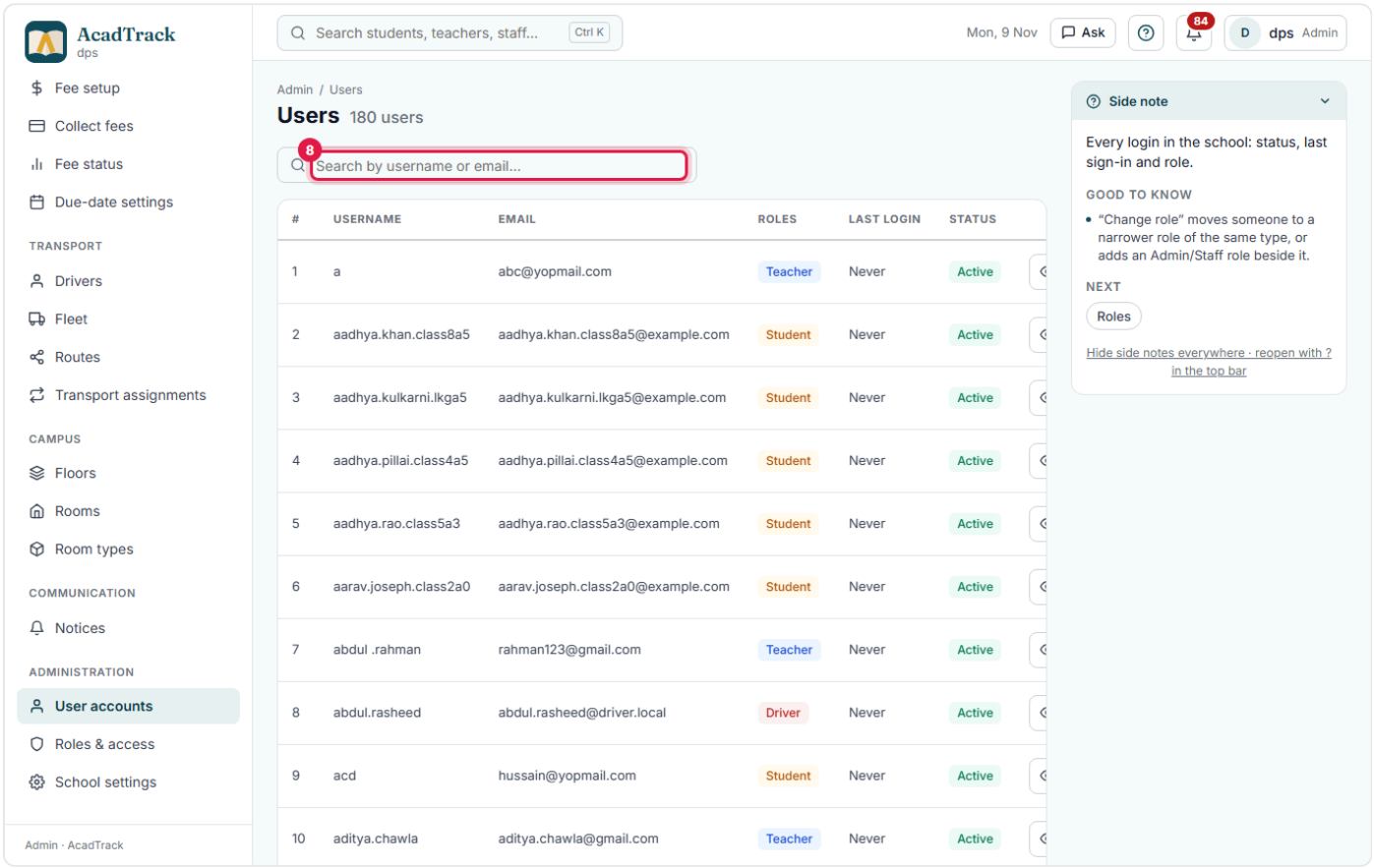
6 Then add browsing timetables, and choose Create role.



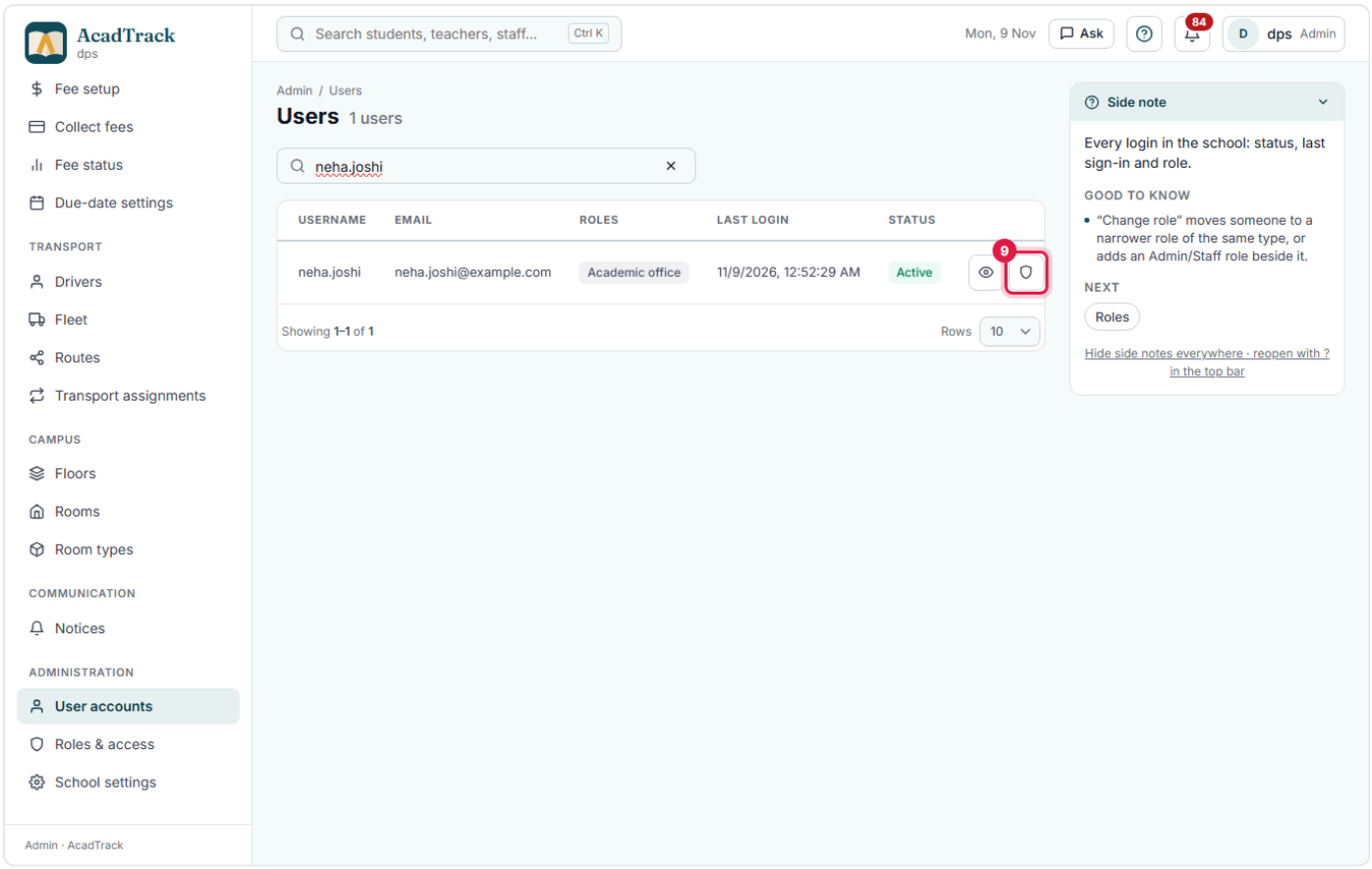
7 The new role is listed under Staff with its permission count.



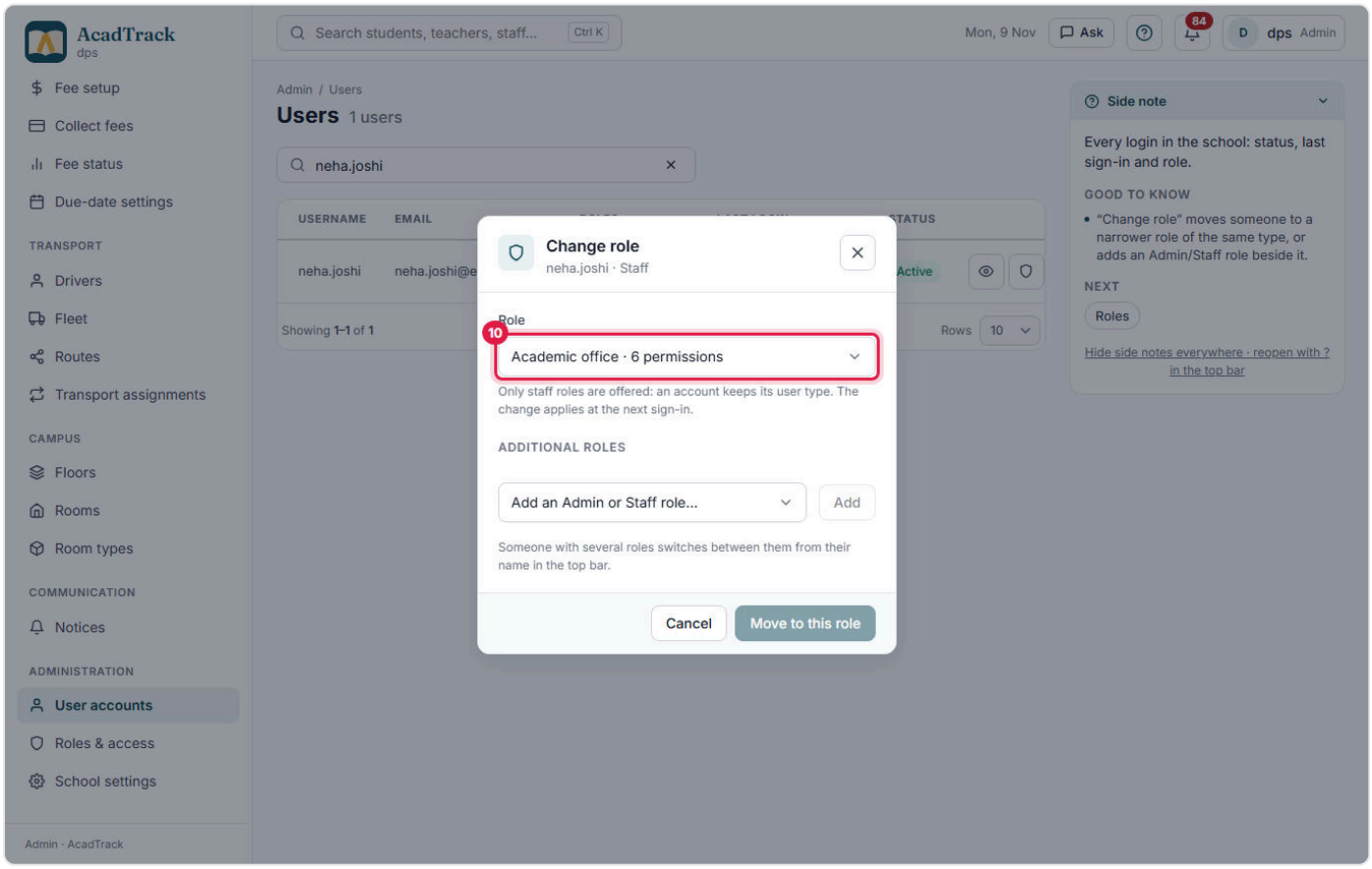
8 Now open Users and find the person. Every login in the school is here.



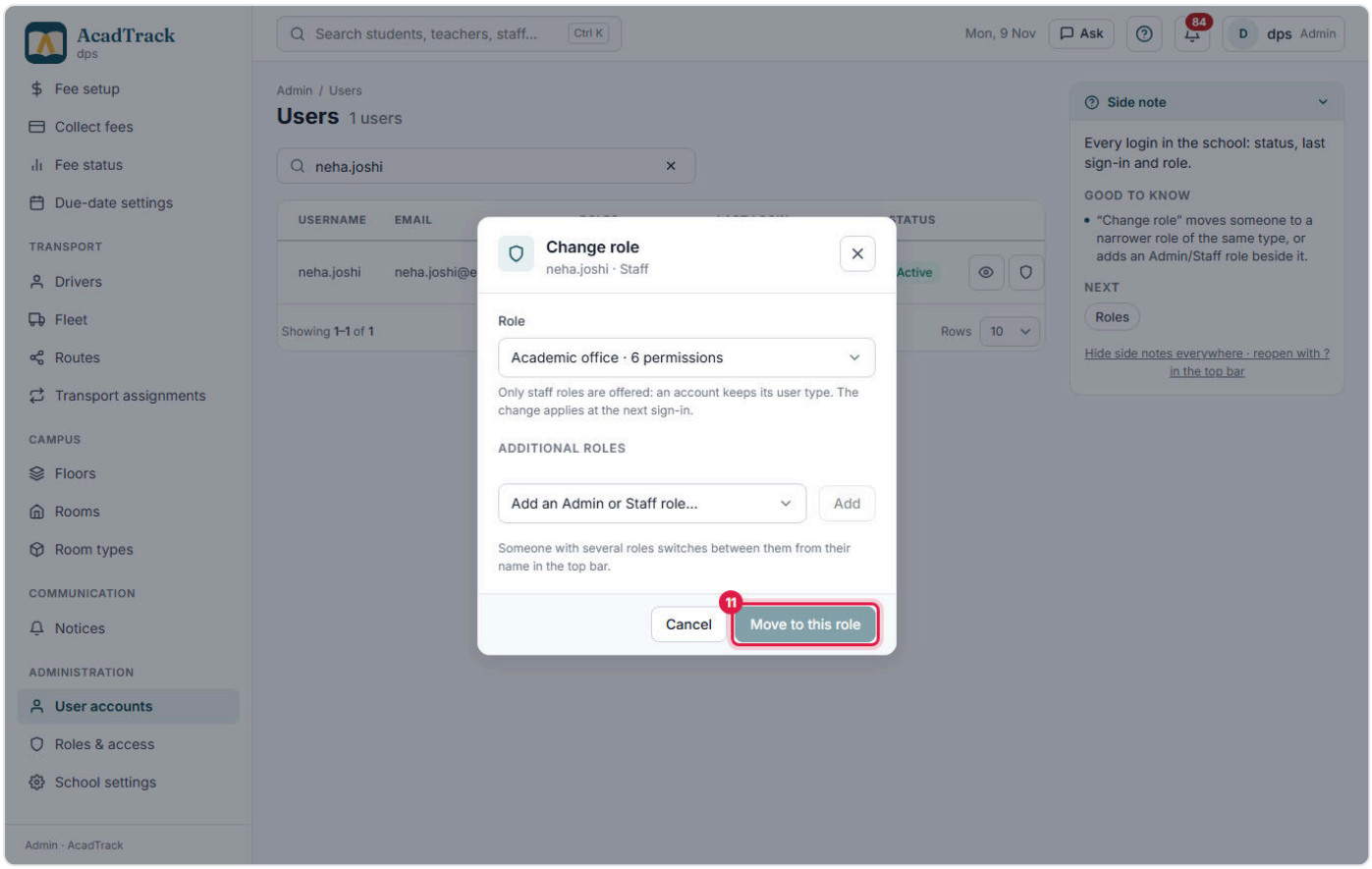
9 Choose the shield to change their role.



10 Pick the new role. Only roles of the person's own user type are offered.



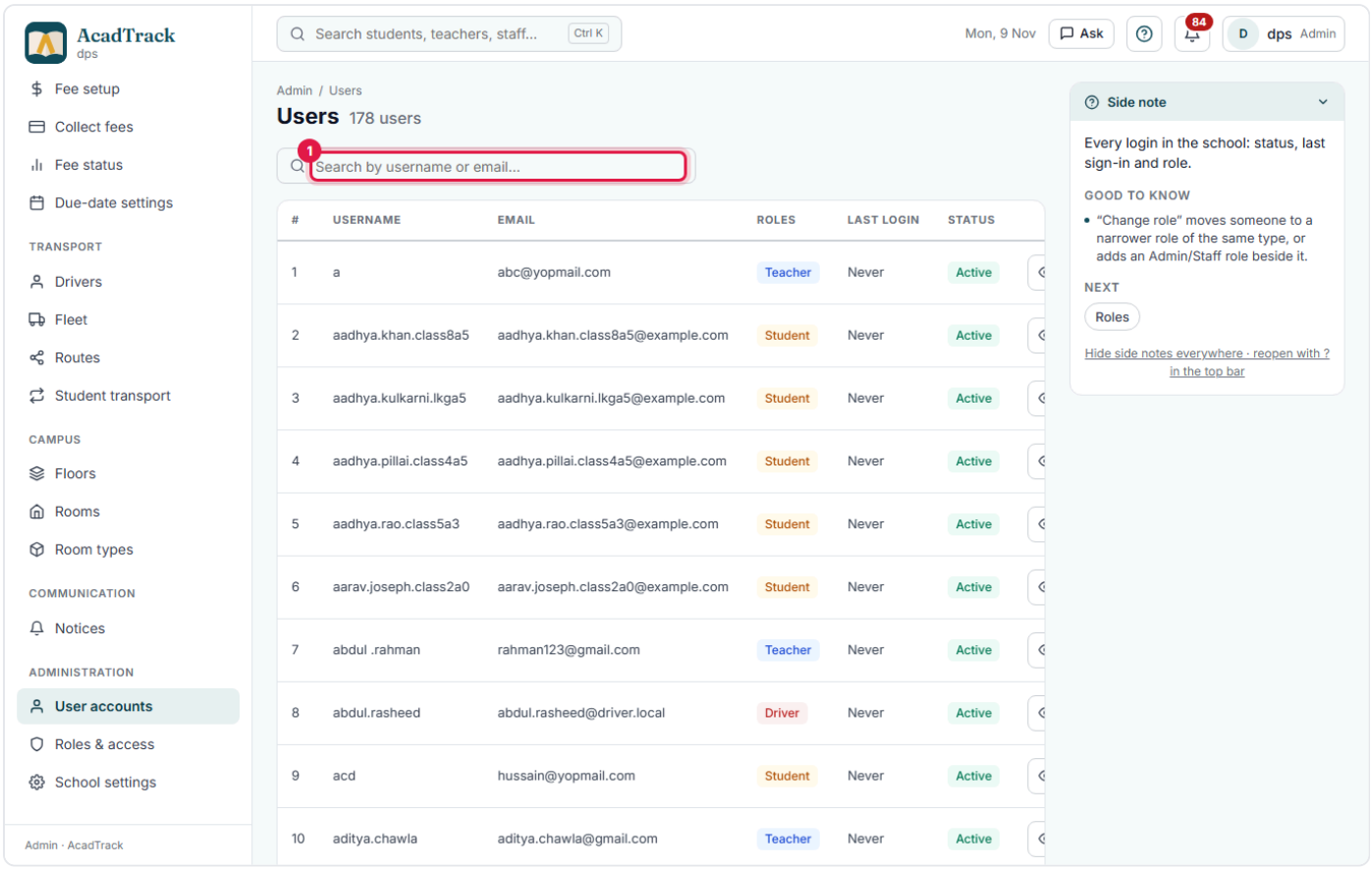
11 Choose Move to this role. It applies the next time they sign in.



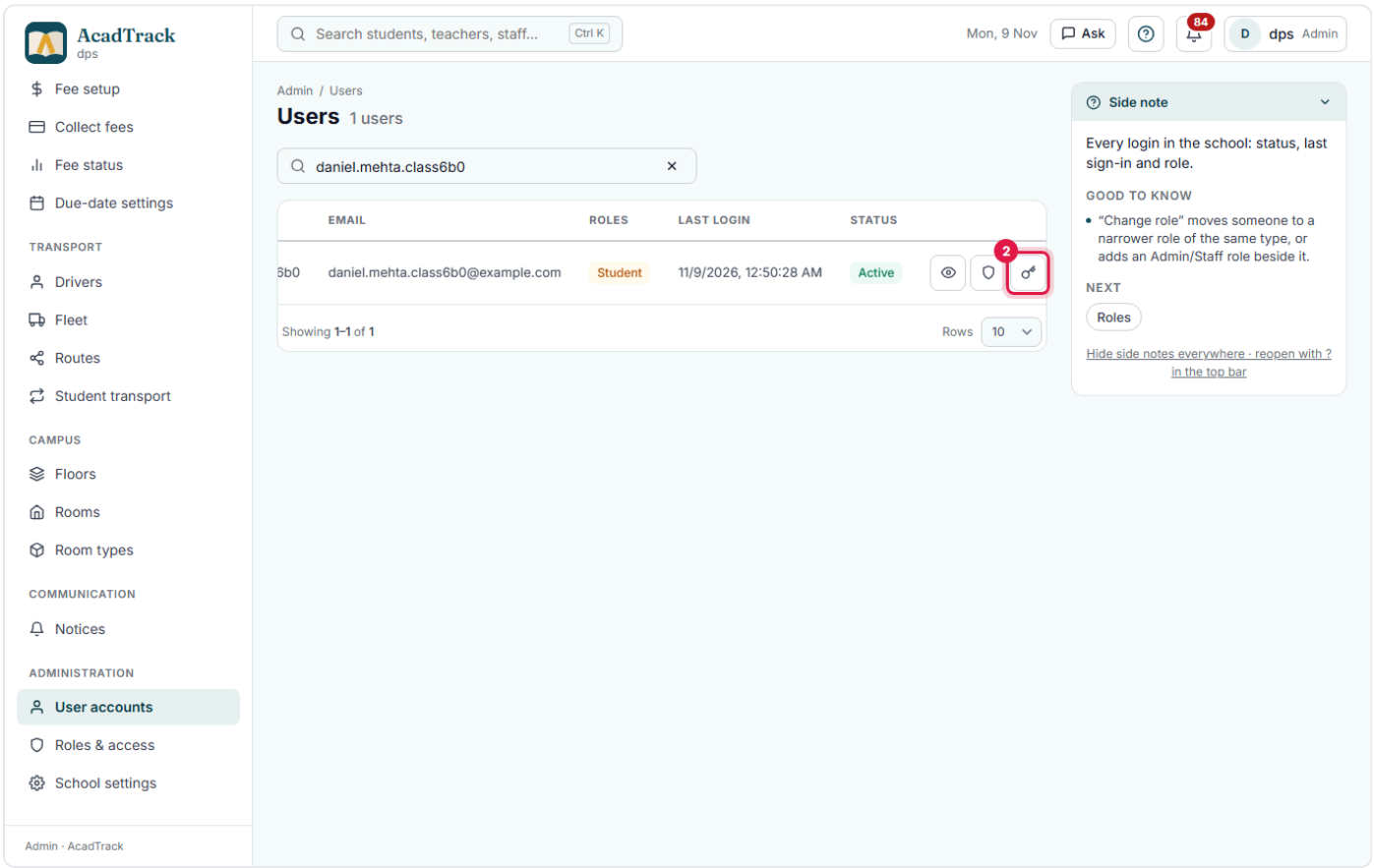
Reset someone's password

> A user is locked out or forgot their password.

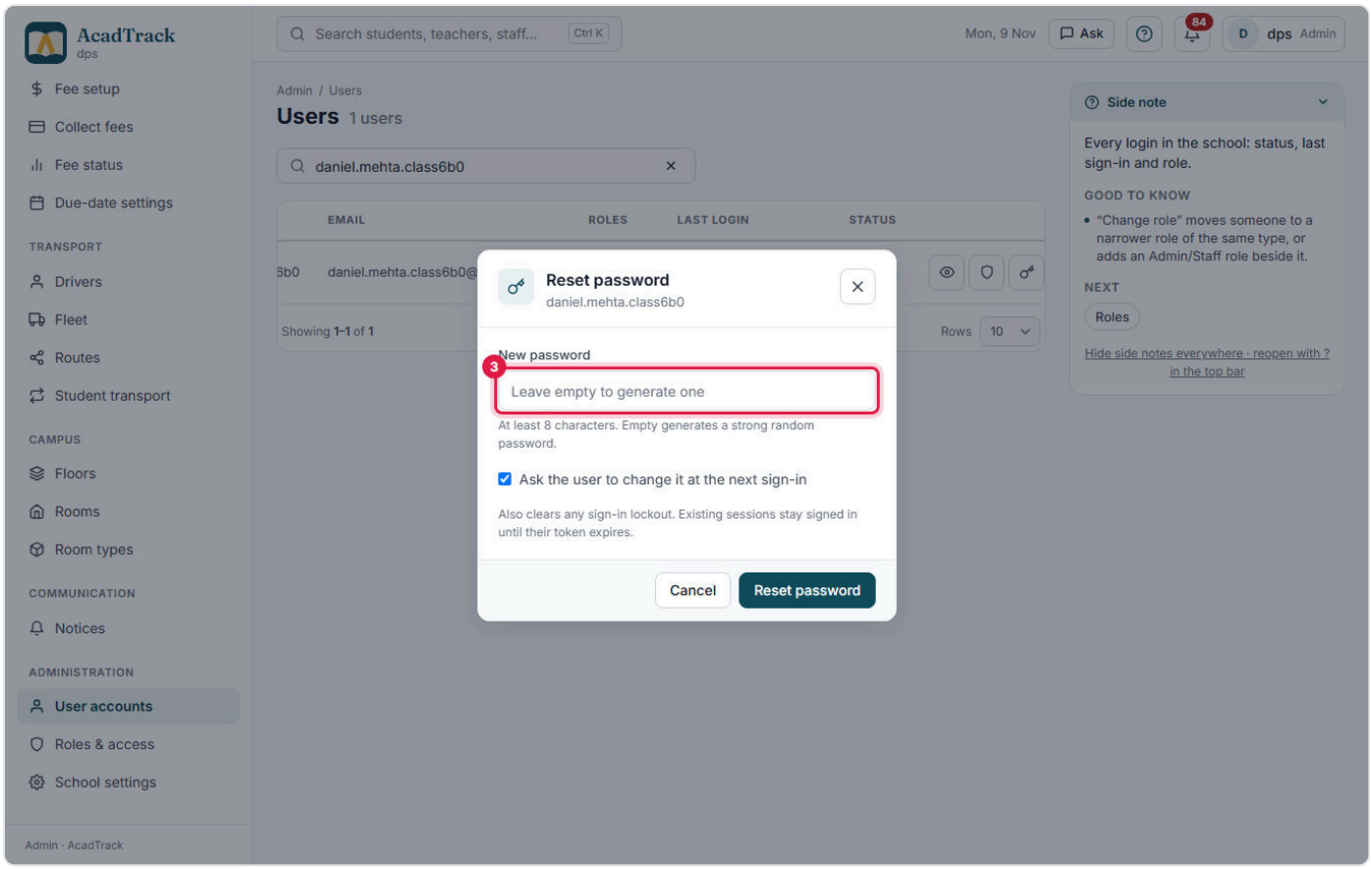
1 In Users, search for the person. signed in as dps



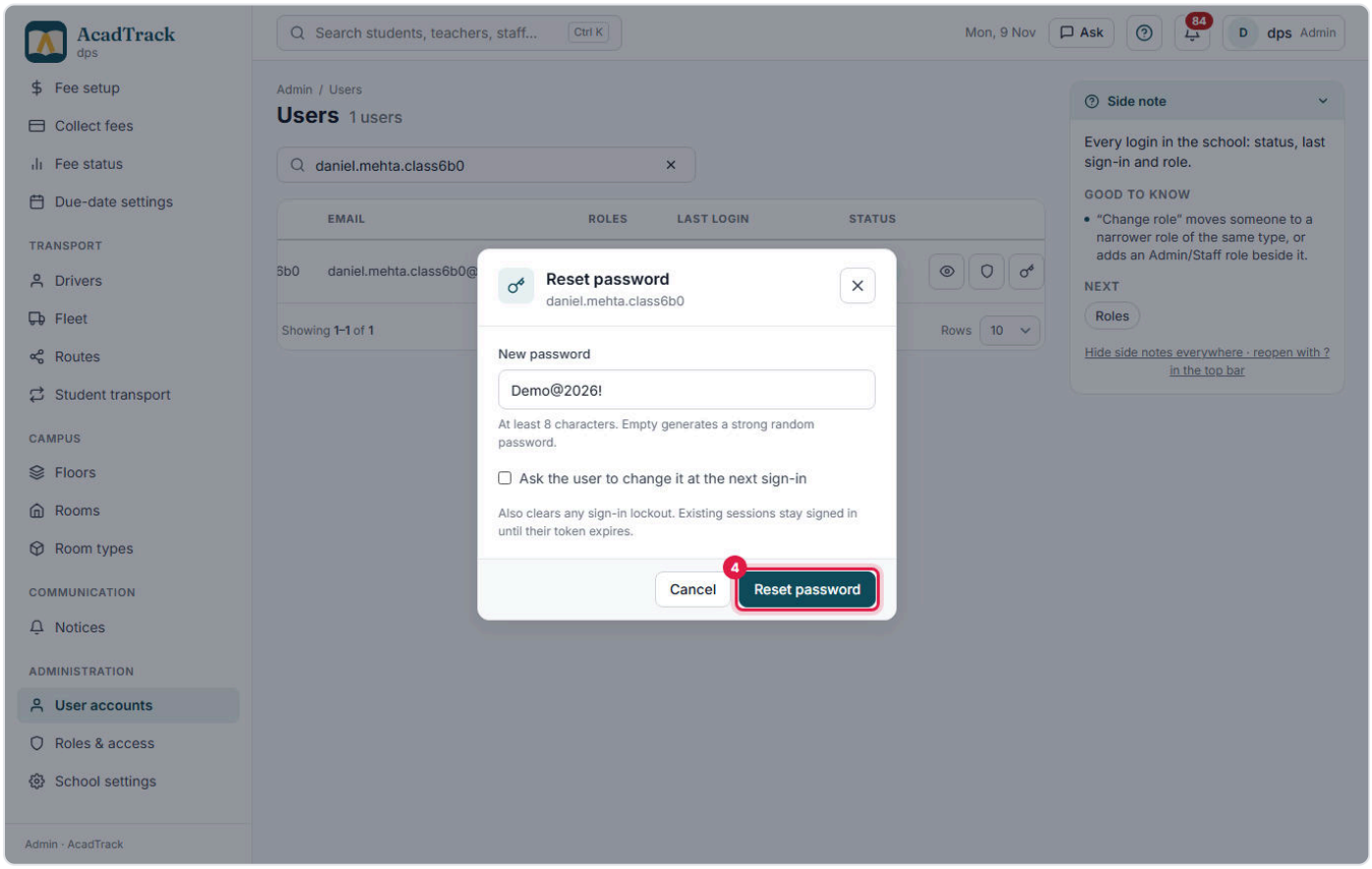
2 Choose the key to reset the password.



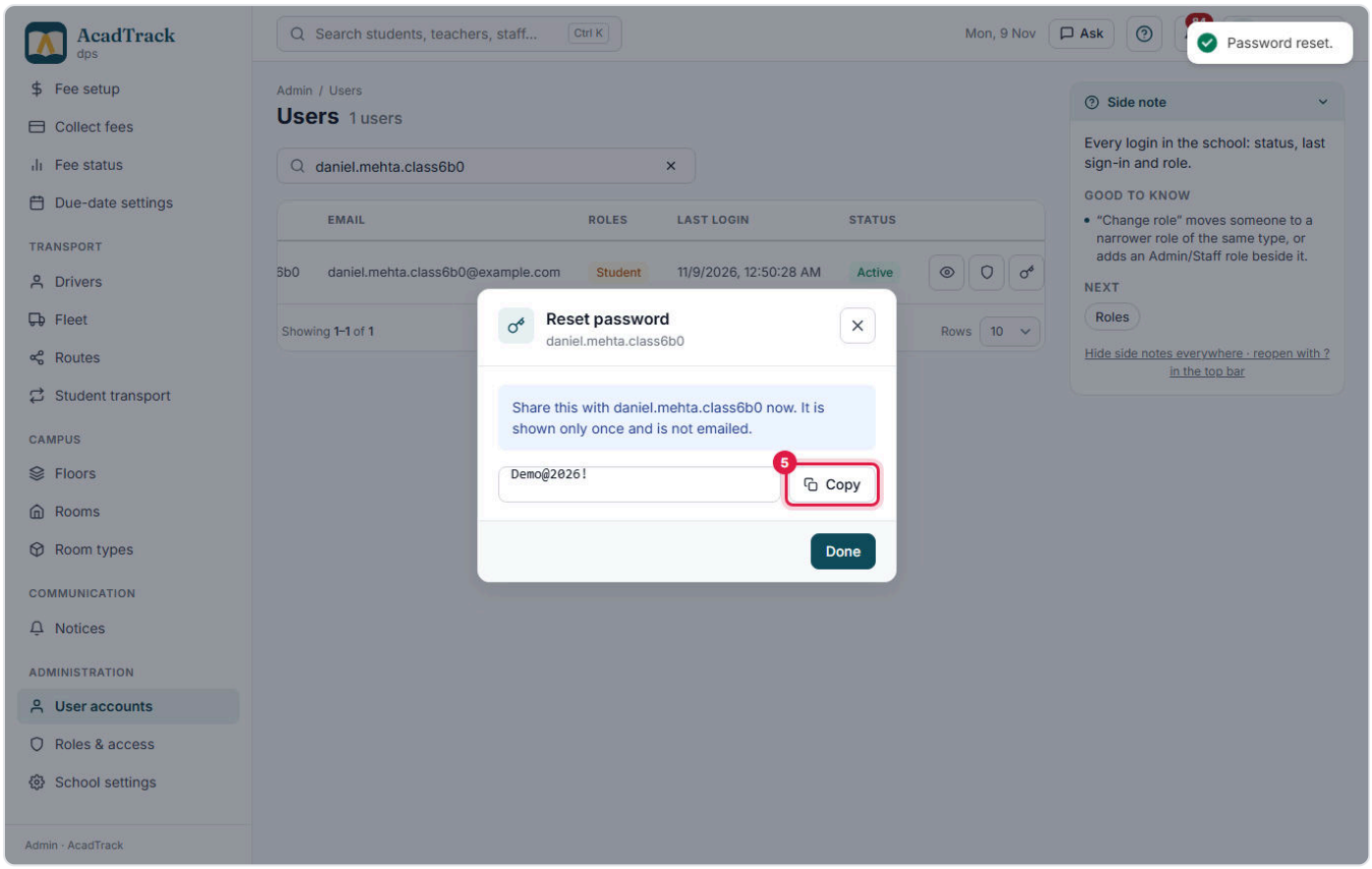
3 Type a new password, or leave it empty to generate a strong one. Untick the box if they should keep it.



4 Choose Reset password. The password is shown once; share it with the person. Any sign-in lockout is cleared too.



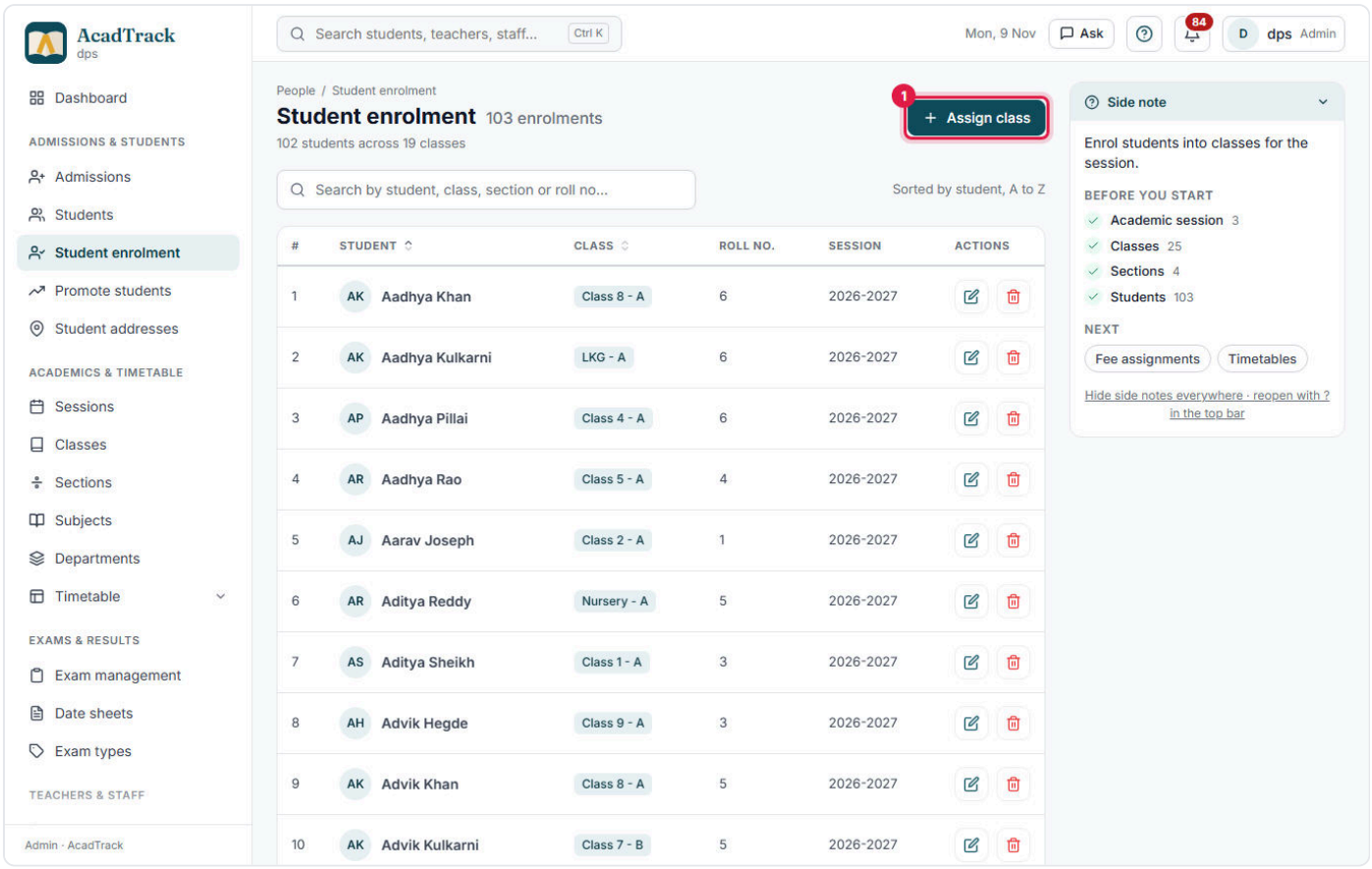
5 Copy it and choose Done.



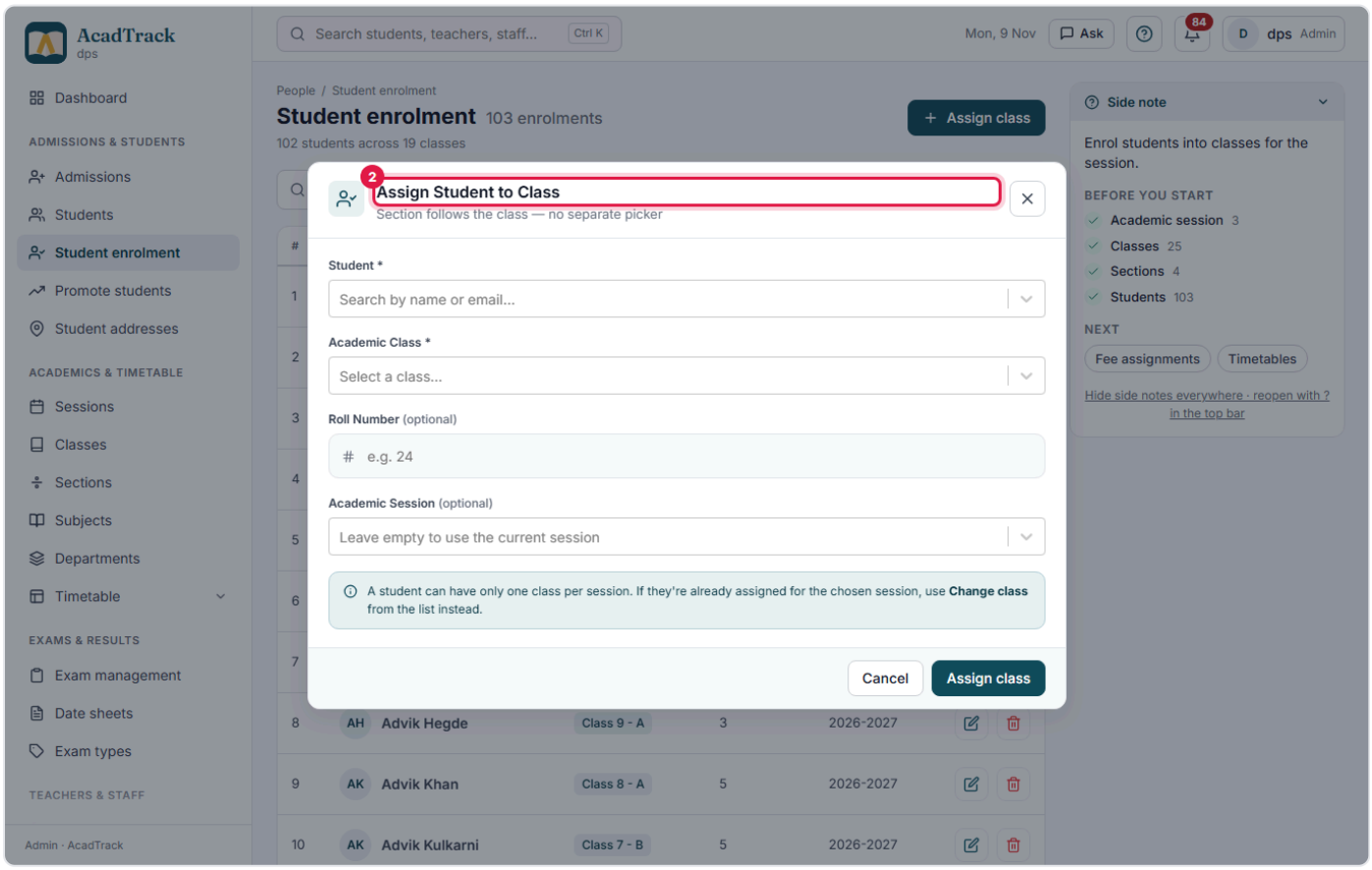
Put a student in a class

> Enrol a student into a class and section for this session.

1. Student enrolment lists who sits in which class this session, with roll numbers. signed in as dps



2. Pick the student, the class and section, and a roll number, then save. Attendance, fees and timetables now include them.



Update the school's details

> Name, contact and address used across the portal and on letters.

1 School settings hold the name, contact details, address and time zone. Save after changing them. signed in as dps

