



Registration Instructions: School Data Manager

Important Information

- The school leader is the only individual who may complete the school data manager registration.
- The school data manager assignment is optional and not required. This individual may assist the school leader to register teachers for TAGLIT. The school leader and/or school data manager are the only individuals who may complete the teacher registration process.
- DO NOT register the school leader as the school data manager. These should be two different individuals.

Registration Information

1. After logging in as the school leader, select the "School Data Manager" link beneath "Register" in the frame to the left.
2. Complete the registration form. Note: The first and last name, telephone and Email fields are required.
3. Click "Submit."