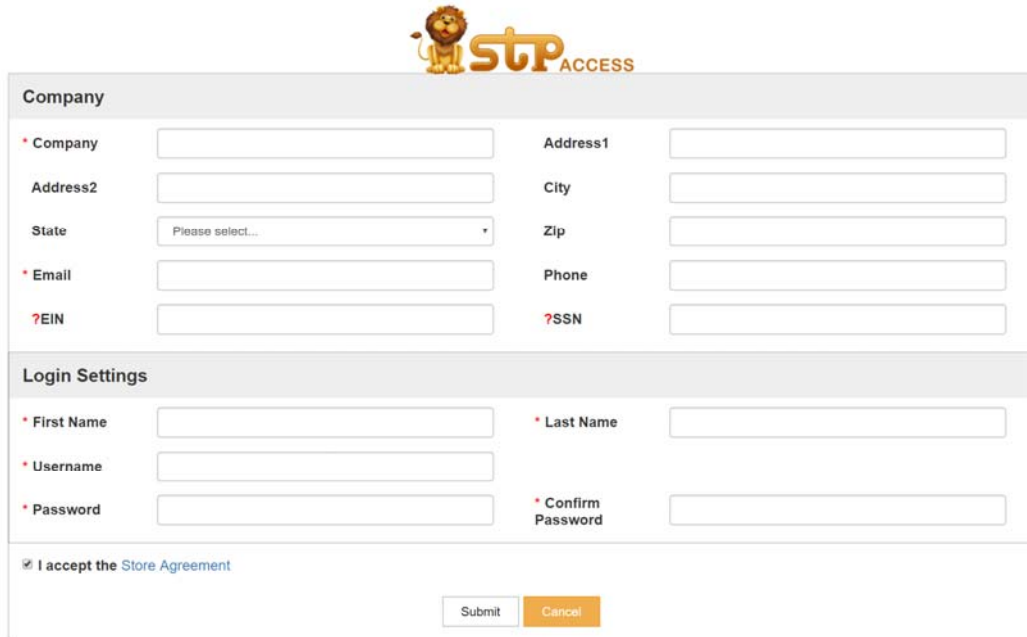


# Principal User Guide

## Registration

1. Go to this URL to register your company: <https://admin.stpaccess.com/index/signup>. Make sure to fill out the required fields with the red marker before them. Please also click on the “Store Agreement” link and go over it thoroughly before submitting your profile.



The screenshot shows the registration form for STP ACCESS. It is divided into two main sections: "Company" and "Login Settings".

**Company Section:**

- Company:
- Address1:
- Address2:
- City:
- State:
- Zip:
- Email:
- Phone:
- ?EIN:
- ?SSN:

**Login Settings Section:**

- \* First Name:
- \* Last Name:
- \* Username:
- \* Password:
- \* Confirm Password:

At the bottom of the form, there is a checkbox labeled "I accept the Store Agreement" which is checked. Below the checkbox are two buttons: "Submit" and "Cancel".

Copyright © STP Access 2016

2. Once registered, please feel free to contact us to activate your account at [cs@stpaccess.com](mailto:cs@stpaccess.com). We will do our best to reply back to you as quickly as possible once you reach out to us.
3. Once your account is activated, you will be able to log into your account from this URL: <https://admin.stpaccess.com/Index/Login> using your registered Email and the password you set up previously.



The screenshot shows the login page for STP ACCESS. It features a cartoon lion on the left and a login form on the right.

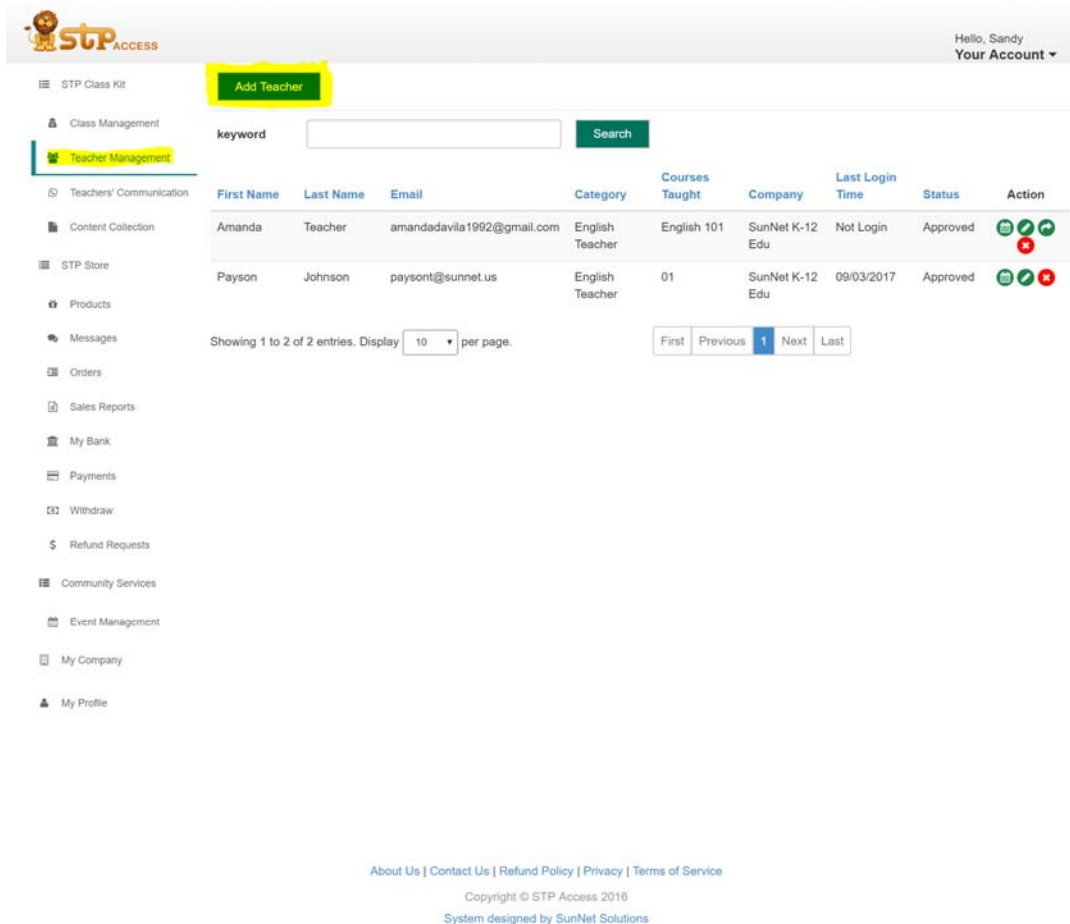
**Login Form:**

- STP ACCESS logo
- Your Email Here:
- \*\*\*\*\*:
- Remember Me
- Log in:
- [Not have an account?](#)

At the bottom of the page, there is a small STP ACCESS logo and the text "Copyright © STP Access 2016".

**Teacher Creation**

- After logging into the Admin Site, please head to “Teacher Management” and add your teachers in your institution. To do so, click on “Teacher Management” first, then click on “Add Teacher” button.



STP ACCESS

Hello, Sandy  
Your Account ▾

STP Class Kit

**Add Teacher**

Class Management

keyword

**Teacher Management**

Teachers' Communication

Content Collection

STP Store

Products

Messages

Orders

Sales Reports

My Bank

Payments

Withdraw

Refund Requests

Community Services

Event Management

My Company

My Profile

First Name	Last Name	Email	Category	Courses Taught	Company	Last Login Time	Status	Action
Amanda	Teacher	amandadavila1992@gmail.com	English Teacher	English 101	SunNet K-12 Edu	Not Login	Approved	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Payson	Johnson	paysont@sunnet.us	English Teacher	01	SunNet K-12 Edu	09/03/2017	Approved	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries. Display  per page.

[About Us](#) | [Contact Us](#) | [Refund Policy](#) | [Privacy](#) | [Terms of Service](#)

Copyright © STP Access 2016  
System designed by SunNet Solutions

- Fill out the information and click on “Submit” button to add a teacher. Once a teacher is added, you can also modify or remove this record at any time in the future.

**Teacher**

\* First Name

\* Last Name

\* Email

\* Gender  Female  Male







\* Subject

\* Courses Taught

- You can also set up Calendar Events and Reset/Resend Invitations to this teacher as necessary.

**Add Teacher**

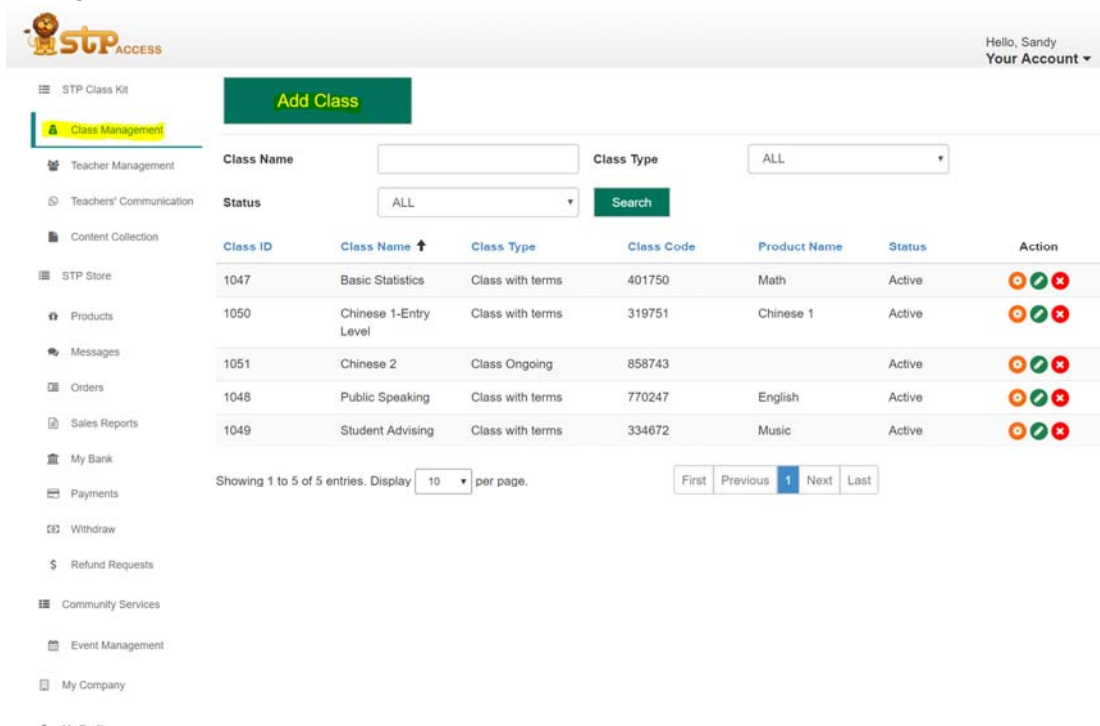
keyword  **Search**

First Name	Last Name	Email	Category	Courses Taught	Company	Last Login Time	Status	Action
Amanda	Teacher	amandadavila1992@gmail.com	English Teacher	English 101	SunNet K-12 Edu	Not Login	Approved	  
Payson	Johnson	payson1@sunnet.us	English Teacher	01	SunNet K-12 Edu	09/03/2017	Approved	  

Showing 1 to 2 of 2 entries. Display  per page. First Previous **1** Next Last

### Class Creation

- Next, go to “Class Management” and add your classes. To do so, simply click on “Class Management” and then click on “Add Class”.



The screenshot shows the 'Class Management' section of the STP ACCESS dashboard. At the top, there is a navigation menu with 'Class Management' highlighted. A sidebar on the left lists various dashboard options like 'Teacher Management', 'Teachers' Communication', 'Content Collection', 'STP Store', 'Products', 'Messages', 'Orders', 'Sales Reports', 'My Bank', 'Payments', 'Withdraw', 'Refund Requests', 'Community Services', 'Event Management', and 'My Company'. The main content area features an 'Add Class' button and search filters for 'Class Name' and 'Class Type'. Below the filters is a table listing existing classes with columns for Class ID, Class Name, Class Type, Class Code, Product Name, Status, and Action. The table contains five entries, including 'Basic Statistics', 'Chinese 1-Entry Level', 'Chinese 2', 'Public Speaking', and 'Student Advising'. At the bottom, there is a pagination control showing 'Showing 1 to 5 of 5 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

- Be sure to fill out all the necessary information of your class before clicking on the “Save” button. There are multiple sections to fill out: Basic Info, Assign Teacher, and Course Content. Note that you can assign multiple teachers to the same class; and you can upload multiple files into different group folders in the Course Content section.

Class

1 Basic Info    2 Assign Teacher    3 Course Content

\* Name: Basic Statistics    \* Class Type: Class with terms

\* Class Term Begin: 09 01 2017    \* Class Term To: 02 01 2018

\* Class Period: 1    Class Days:  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  Sunday

Product Name: Math

Description:

Course Schedule:  [Sample Course Schedule.pdf](#)    Course Syllabus:  [Sample Course Syllabus.pdf](#)    Class Cover:  [1705270356404076\\_4532.jpg](#)

Class

1 Basic Info    2 Assign Teacher    3 Course Content

Teacher:

First Name	Last Name ↑	Email	Action
Payson	Johnson	paysont@sunnet.us	<input type="button" value="✖"/>

Class
















1 Basic Info    2 Assign Teacher    3 Course Content

Course:

Course Content

- Week 1 (5/29-6/4)
- Week 2 (6/5-6/11)
- Week 3 (6/12-6/18)
- Assignment Solutions

9. Similar like a teacher’s record, you will also be able to modify, deactivate, and remove a class at any point of time after you create it.

Class ID	Class Name ↑	Class Type	Class Code	Product Name	Status	Action
1047	Basic Statistics	Class with terms	401750	Math	Active	  
1050	Chinese 1-Entry Level	Class with terms	319751	Chinese 1	Active	  
1051	Chinese 2	Class Ongoing	858743		Active	  
1048	Public Speaking	Class with terms	770247	English	Active	  
1049	Student Advising	Class with terms	334672	Music	Active	  

Showing 1 to 5 of 5 entries. Display  per page.

10. You are all set! In case of other questions, please feel free to reach out to us at [cs@stpaccess.com](mailto:cs@stpaccess.com).