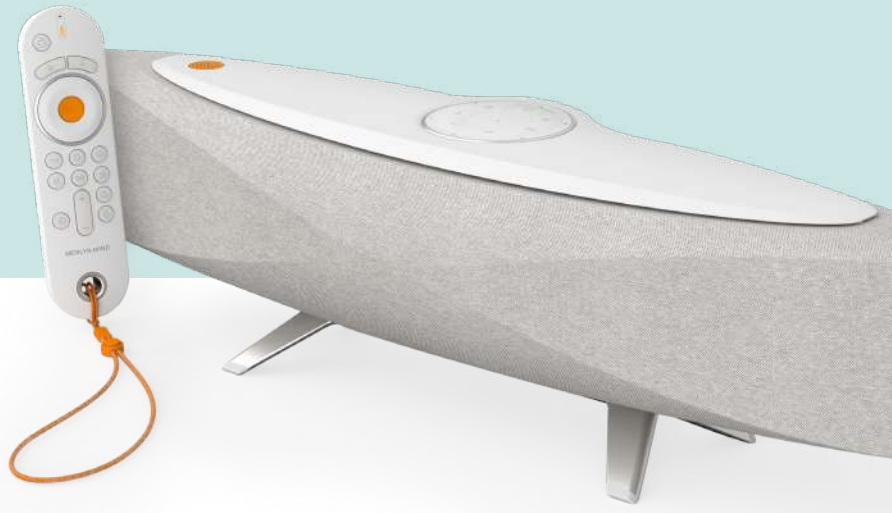
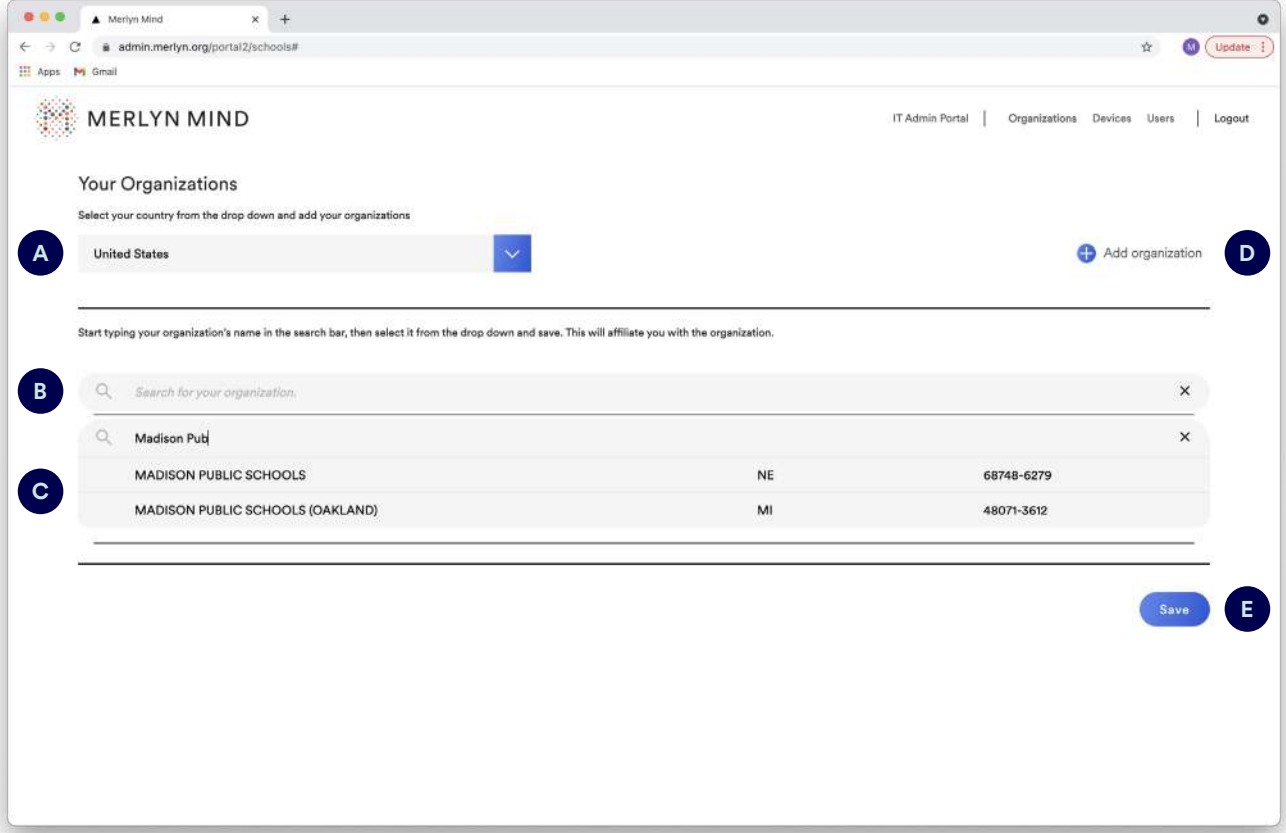


IT Admin Steps



1. Claim your organization/s on the Organizations page

An "organization" can be any education institution you are associated with. There is no limit to the number of organizations you can register. Do not claim an organization if you or your team are not responsible for its devices.

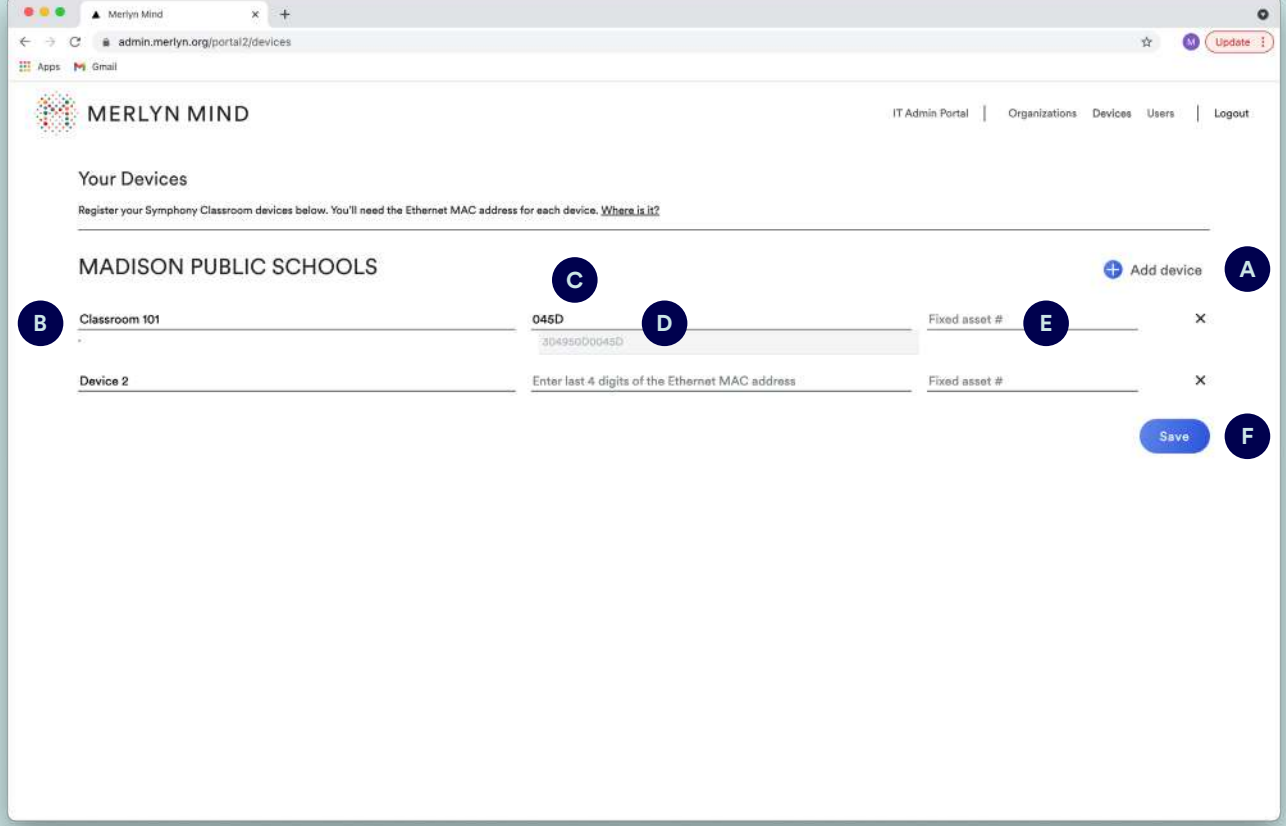
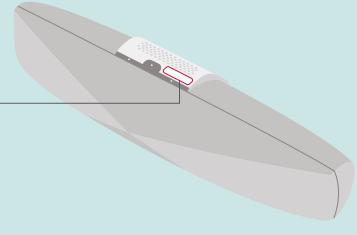


- A** Start by selecting the country your organization is in.
- B** Now, type the name of your organization into the search bar and see results populate in the drop down below.
- C** Select the name of your organization from the drop-down.
- D** Repeat with all organizations you would like to register.
- E** Click "save" to officially claim this organization.

2. Register your devices by MAC 1 Address on the Devices page

i **Until a device is registered, it cannot be used.**
You can find the MAC 1 address on your device box here:

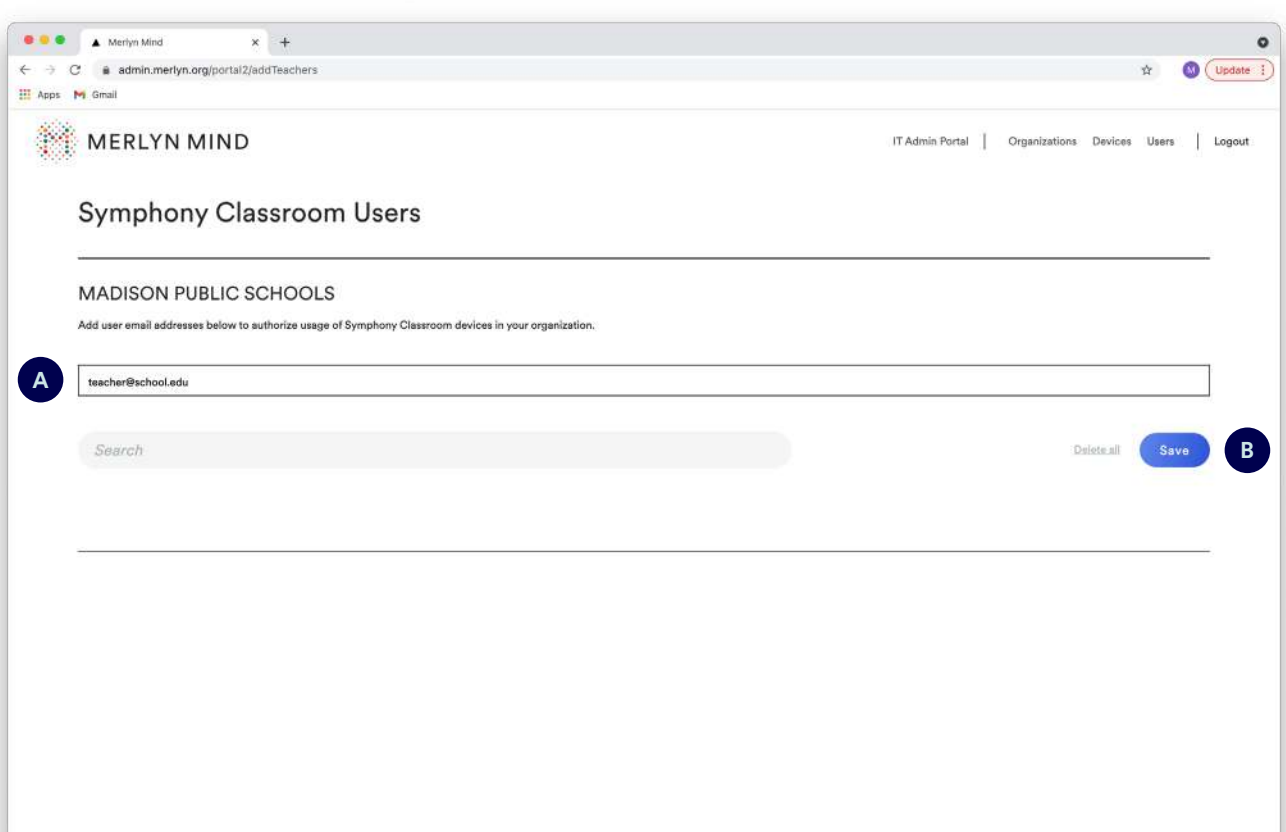
Or your device here:



- A** Click «Add device» for the organization under which you would like to register the device. (This is for your organizational purposes only.)
- B** Optional: Add a custom name in "device name".
- C** Start typing the last four digits of the MAC 1 address found on the back of your unit. See the full MAC 1 address populated in the drop down below.
- D** Select the correct MAC 1 address from the drop down. Please contact support@merlyn.org if you do not see your MAC 1 address.
- E** Optional: Add a fixed asset number assigned by your organization for this device.
- F** Repeat these steps for all devices in your organization. Click "save" to officially register your devices.

3. Authorize users of your devices on the Users page

Only authorized users will have access to the Teacher Portal, allowing them to pair with and use any device registered in your organization.



- A** Enter the email addresses of all users you want to authorize into the field of the organization where it will be installed.
- B** Save to officially authorize the users.
- i** **You can copy and paste a large list here, or enter them individually, separated by a comma or line break.**

Click "Add users" next to a school name if it has not defaulted to open.

Other useful resources:

[Setup Checklist](#)
[Installation Guide](#)

Contact us at support@merlyn.org with any questions or feedback.