



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.

	MERLYN MIND		IT Admin Portal Organizations Devices Users	Logou
	Your Organizations			
	Select your country from the drop down and add your organizations			
Α	United States		+ Add organization	
	Start typing your organization's name in the search bar, then select it from the drop down and save	. This will affiliate you with the organization.		i.
В	Q. Search for your organization.		×	
-	C Madison Pub		×	
	MADISON PUBLIC SCHOOLS	NE	68748-6279	
С	MADISON PUBLIC SCHOOLS (OAKLAND)	м	48071-3612	
			Save	

Select the name of your organization from the drop-down.

D

down below.

Repeat with all organizations you would like to register.

# 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: del / Modèle SCMAAt al# / No de serie FPYV Ethernet MAC XX-XX-XX-XX-XX-XX AV DC & AA 64.6W Max CAN ICES-3[8]/MM8-38 FCC ID: 2AY EXSCMAA1 ICO6781-5CMA81 in the USA. Made in Cl États-Unic. Fabriqué ( 🔹 😐 🔹 🔺 Merlyn Mind × + 0 ← → C 

admin.merlyn.org/portal2/devices (Update ] 슙 🔢 Apps M Gmail MERLYN MIND IT Admin Portal | Organizations Devices Users Logout Your Devices Register your Symphony Classroom devices below. You'll need the Ethernet MAC address for each device. Where is it? MADISON PUBLIC SCHOOLS Add device Α С Classroom 101 045D В D Ε Enter last 4 digits of the Ethernet MAC address Device 2 Fixed asset # F Optional: Add a custom name in "device name". Α Click «Add device» for the organization under which В you would like to register the device. (This is for your organizational purposes only.) С D Start typing the last four digits of the MAC 1 address Select the correct MAC 1 address from the drop found on the back of your unit. See the full MAC 1 down. Please contact support@merlyn.org if you address populated in the drop down below. do not see your MAC 1 address. Repeat these steps for all devices in your Optional: Add a fixed asset number assigned by your E F organization for this device. 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.

MERLYN MIND			IT A	dmin Portal	Organizations	Devices	Users	Lo
Symphony Classroo	om Users							
MADISON PUBLIC SCHOO	LS							
Add user email addresses below to suthorize us	age of Symphony Classroom devices in	n your organization.						
teacher@school.edu								
Search					D	ilote nil	Save	
<u></u>								_

(i) You can copy and paste a large list here, or enter them individually, separated by a comma or line break.

## Other useful resources:

defaulted to open.

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

Setup Checklist Installation Guide