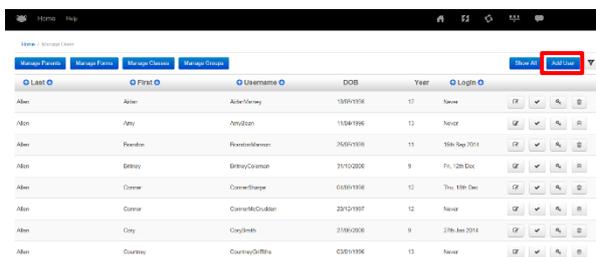Generally, user accounts will be pre-setup when you come to use Frog Play. If we haven't discussed it already, call the support team to ask us about our data extractor.

However, if you would like to create or edit account details, this section will provide you with the tools. From the navigation bar, click on [icon] and then [Users icon]

Note: Teachers cannot add new or edit existing **teacher** accounts. Only the school admin account can add new teachers.
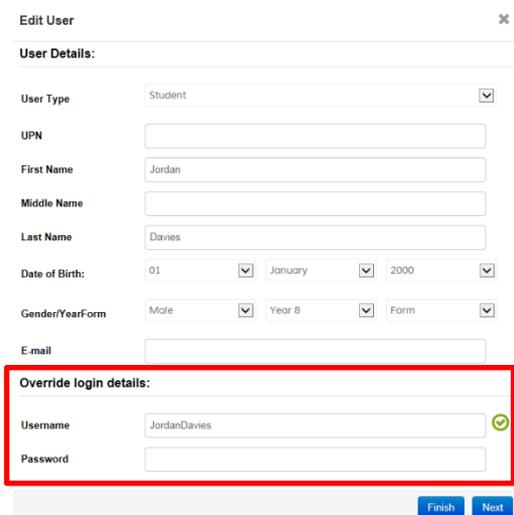

This list shows all students set up in school. From here you can add new student accounts or edit the details of existing students, including resetting passwords.

For information on editing existing users, see the guide entitled 'Editing Learners & Resetting Passwords'.

To create a New user, click **Add User**

Stage 1: User details

a) Complete the form with ALL the user's details (UPN: this is needed to link the account when updating data).

Unless you override login details, they will default as follows:

Username: This will be taken from first name and surname with no spaces e.g. Jordan Davies would be JordanDavies

Password: This will be taken from Date of birth in the format ddmmyyyy e.g. 1st July 2001 would 01072001

b) You can override the default username and password details by completing the override login fields.
Note: Passwords are case sensitive

c) Click **Finish** to save the learner and return to the user list OR click **Next** to go to Stage 2.

Stage 2: Choose Classes (Optional but recommended)

a) Click on the classes the learner is assigned to. The class name will then move into the right hand column.

b) Click **Next** to go to Stage 3.

NOTE: If you do not want to allocate the user into any classes, simply click **Next** again to move to stage 3.

Stage 3: Choose Groups (Optional)

Groups are custom sets of students that you may wish to track or allocate specific work to.

If you wish to add a learner to a user defined groups, follow the steps below. This is an optional step. If you do not wish to allocate the user into a user any groups, simply click **Finish**

a) Click on the group(s) the user should belong to. The group name will then move into the Right hand column. (to deselect a group, click the name again and it will return to the Left hand column)

b) Click **Finish** to finish editing the details of the user.