

## If a student forgot his or her ST-Math visual password over the summer . . .

Before you begin:

- Find out the name of your student's previous teacher/class
- Make certain you've created a class

Here's how: <http://trs.stmath.com/wp-content/uploads/2013/07/Create-a-class.pdf>

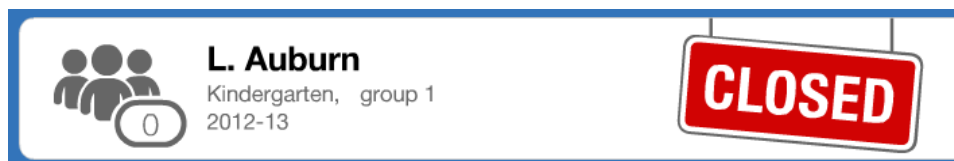


### Transfer a student between classes

1. Find someone at your site with an ST-Math **administrative** account (Principal, AP, SDC teacher, Computer Lab teacher)
2. Ask the ST-Math administrator to **transfer the student** from the previous teacher's class to your class

Here's how:

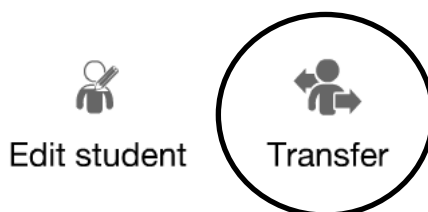
- a. STM administrator logs in to his or her account
  - Click the **JiJi icon** or follow this link: <http://web.stmath.com/entrance/console/microtc.html>
- b. Find the previous class for the student (It may be "closed," but you can still access it) and click it.



- c. Click on the name of the student you'd like to transfer to your class



- d. Choose **Transfer**



- e. In the **Transfer Student** window, choose the **destination teacher** and **destination class**.
- f. Now, the student is in your class. Login to your teacher account to make sure
- g. Set **Password Retraining** for that student.

Here's how: <http://trs.stmath.com/wp-content/uploads/2013/07/Password-Retraining.pdf>