Quick Help Options

- Our [Frequently Asked Questions page](#) may have the answer
- Check the [QuickStart Guide](#) or [User Guide](#)
- Reset your password [here](#)
- To order more licences contact your [sales consultant](#)
- The Cambridge Elevate web application is supported on the following browsers and versions: Internet Explorer (10.0.9200.16521 & above), Mozilla Firefox (36.0.4 & above), Google Chrome (41.0.2272.101 & above), Safari (8.0 & above).

This guide covers Admin functions:

- Creating Access Codes
- Using Access Codes
- Editing user information, ex. Name, email address, password resets
- Checking licence usage
- Messaging feature
- Bulk uploading users
Institution Admin - Logging In

Administrators receive an email with their username and password.
Institution Admin - Logging In

To login, go to elevate.cambridge.org

Enter the username and password from the email.
Institution Admin - Logging In

Read and accept the Terms and Conditions

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1. INFORMATION ABOUT US
   1.1. The Platform is a site operated by Cambridge University Press. Cambridge University Press is a trading name of the Chancellor, Masters, and Scholars of the University of Cambridge and our principal place of business is at the University Printing House, Shaftesbury Road, Cambridge, CB2 8BS. Our VAT number is GB 334 7009.
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3. DEFINITIONS
   3.1. Account means an Authorized User account on the Platform;
   3.2. Activate means registering an Online Product/registered account;
   3.3. Access Code means the code used to register and activate the Online Product;
   3.4. Administrator(s) means individual(s) authorised by the Institution to administer Teachers and Online Product access on behalf of the Institution;
   3.5. Administrator Access means the access Administrators are permitted on the Platform as further set out in section 10;
   3.6. Authorised Users are Students, Teachers or Administrators who are authorised to access the Platform.
Institution Admin – Creating an Access Code

You will see the titles available to your school

<table>
<thead>
<tr>
<th>Clear selection</th>
<th>Title ▼</th>
<th>License use</th>
<th>Access Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A/AS Level English Language</td>
<td>Teacher: 0, Student: 0, Total: 0/2</td>
<td>Sharing this title only, Not generated</td>
</tr>
<tr>
<td></td>
<td>English Language GCSE</td>
<td>Teacher: 0, Student: 0, Total: 0/5</td>
<td>Sharing this title only, Not generated</td>
</tr>
<tr>
<td></td>
<td>GCSE English Language</td>
<td>Teacher: 0, Student: 0, Total: 0/0</td>
<td>Sharing this title only, Not generated</td>
</tr>
</tbody>
</table>
Institution Admin – Creating an Access Code
Titles that have not published will appear as New Book
Institution Admin – Creating an Access Code
Select the title(s) for which you would like to make an access code

Press the small grey box next to the title(s) to make the code
Institution Admin – Creating an Access Code

And then select ‘Create code’

Access codes can be made for single or multiple titles and are given to teachers.
Institution Admin – Need to find an existing code?

Either select the title…
Institution Admin – Need to find an existing code? … or go to the Access Code Usage tab to see all the codes
Institution Admin – Using an Access Code

To use the code as an Admin, press the Teacher button and ‘Add a title’

Admins can toggle between Teacher and Admin pages

Enter the access code and press Add
Institution Admin – Using an Access Code

The titles will then be on your Teacher dashboard
Institution Admin – Functions

Admins can update user details under the Manage Users tab.
Institution Admin – Functions

Admins can update user details under the Manage Users tab.

Admins can fix errors in names and email addresses as well as reset passwords.
Institution Admin – Functions

Admins can check how many licences for a title have been used.
Institution Admin – Functions

Admins can send and receive messages by pressing the envelope.
Institution Admin – Functions

Admins can bulk upload users into their institution

Download and fill out the template
Institution Admin – Functions

Admins can bulk upload users into their institution

Import and upload the completed template