



2LASSO

Locally Administered Simple Sign-On

User Guide

Version 2.1

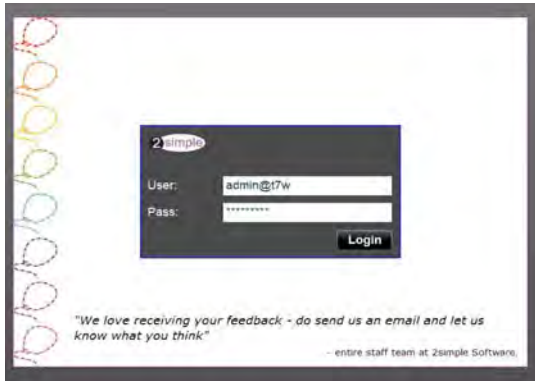
Thank you for registering to use Purple Mash via 2LASSO. Please follow the instructions below to set up users for your school.

Note: Some technical knowledge is required to set up user accounts. It is best practice to have just one administrator to set up accounts in order to avoid discrepancies.

Step 1.

Make sure you have your administrator username and password sent to you by 2Simple.

Step 2.

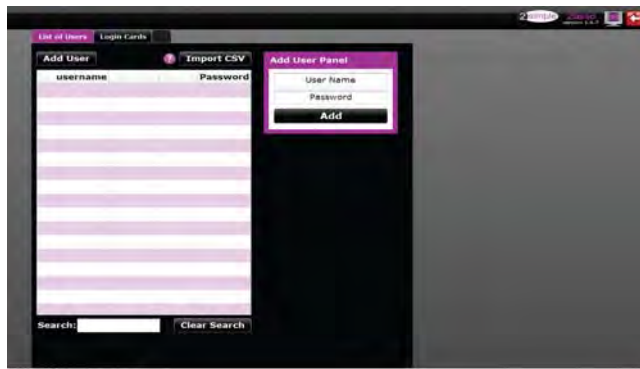


Go to: www.purplemash.com/2lasso

Log in with your user name and password.
For example: User name: Admin@t7w (this part is the domain - you will need to insert *your* domain (@...)) here as provided in your login set up email)

Example
Password: Pass12345

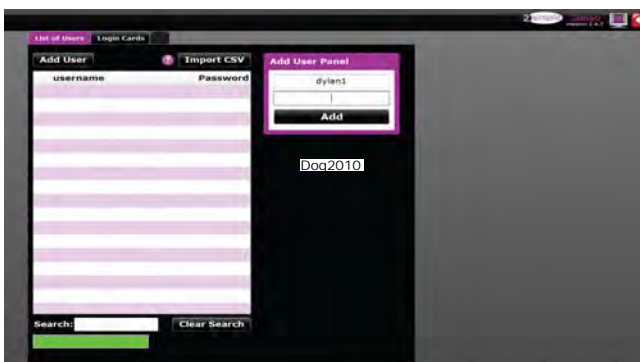
Step 3.



If you want to add single users/ pupils, first add their username and a suitable password by clicking on the 'Add User' button.

In the 'Add User Panel', click on 'User Name' / 'Password'. Type a suitable username and password and click 'Add'.

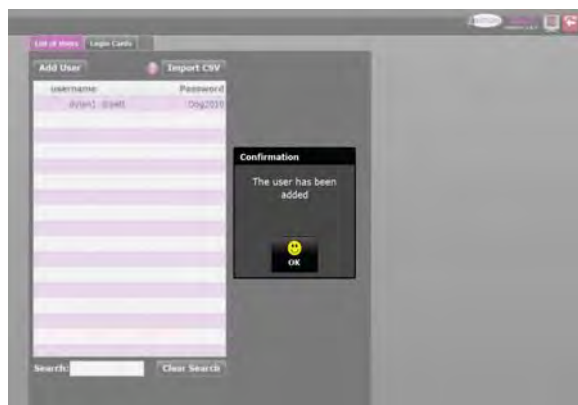
For example: first name and 2 digits as the user name and a 3 letter word and 2 digits for a password.



eg: User name: John12
eg: Password: Bat77

Please note that passwords are case-sensitive.

Notice the password strength indicator at the foot of the screen.
Green would signify the strongest password.



We would recommend a mixture of numbers, letters and mixed case.

The new user will then appear on the list of users.

To add more than one user at a time, you will need to create a spreadsheet of your class in Excel:

Step 1.

Open Excel and type or paste (from SIMS, INTEGRIS, G2 or other MIS systems) in two columns of data; column A will be the user name and column B will be the password.

Please follow the convention below:

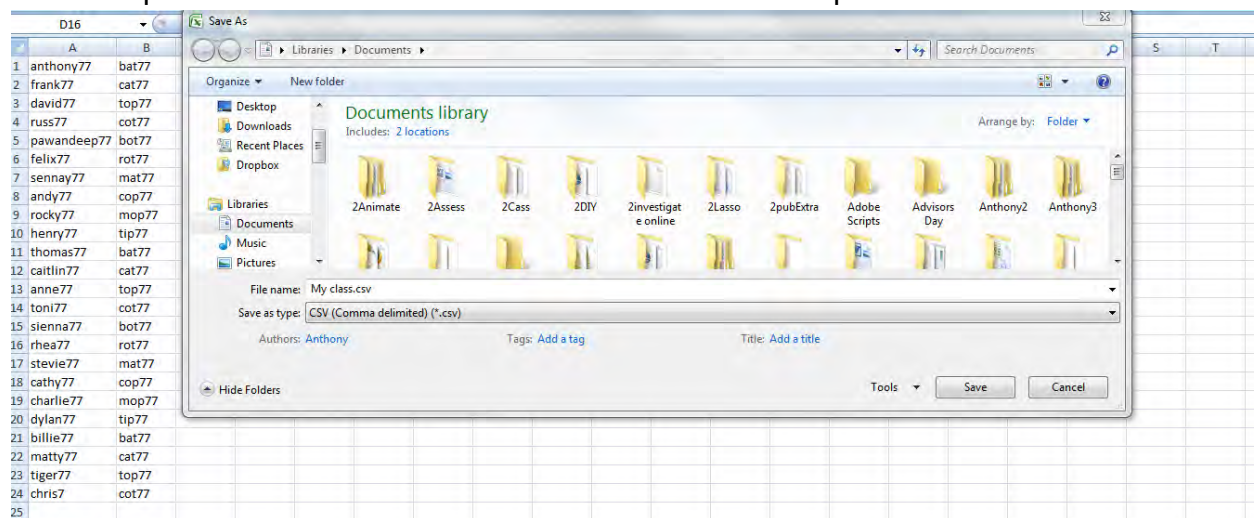
Username = First name and 2 digits e.g:John12

Password = 3 letter word and 2 digits for a password. eg: Bat77

Ensure there are no duplicate entries within your list as only the first instance will be used by 2Lasso.

Step 2.

Save the spreadsheet and be sure to select the 'save as CSV' option.

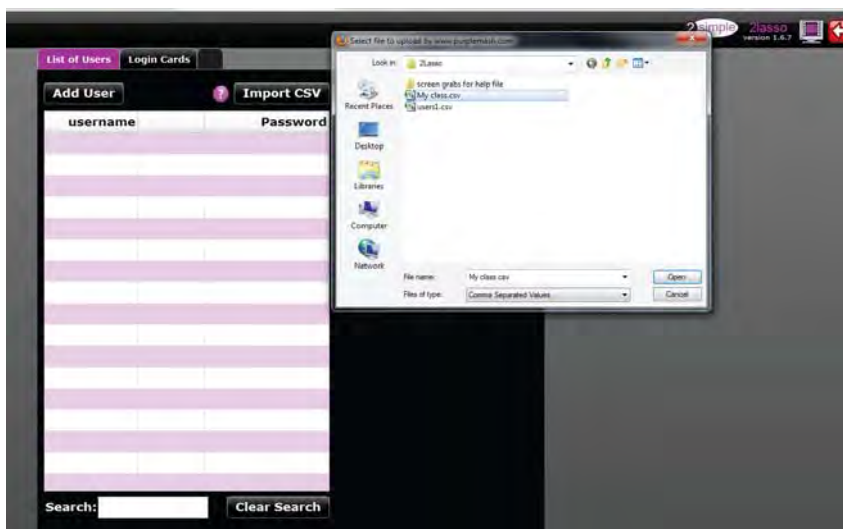


The default upload limit for 2LASSO is 500 pupils at a time. If you have more than this amount of users, please contact us.

Step 3.

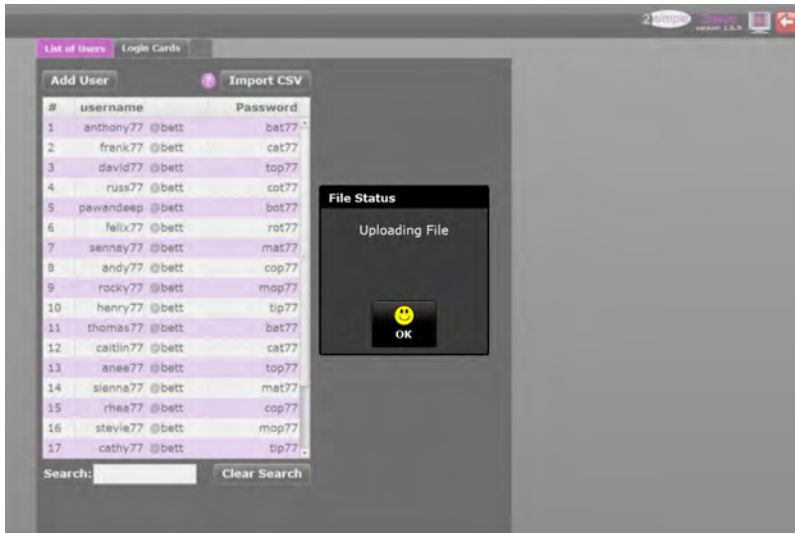
Now log back in to: www.purplemash.com/2lasso

Click on 'import csv', locate the CSV file you created earlier and open.



Step 4.

You will quickly see all the users you typed into your spreadsheet appear in the user list.

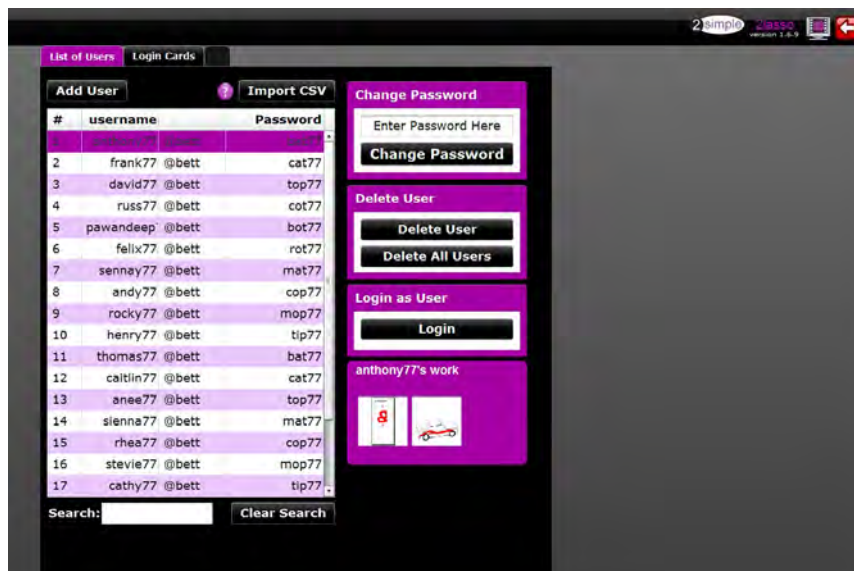


Step 5.

Click on any user and you will see that you can:

- Change their password
- Delete that user
- View their work
- Log in as that user

You can also locate an individual user by using the search function. Be sure to click 'Clear Search' to see all users.



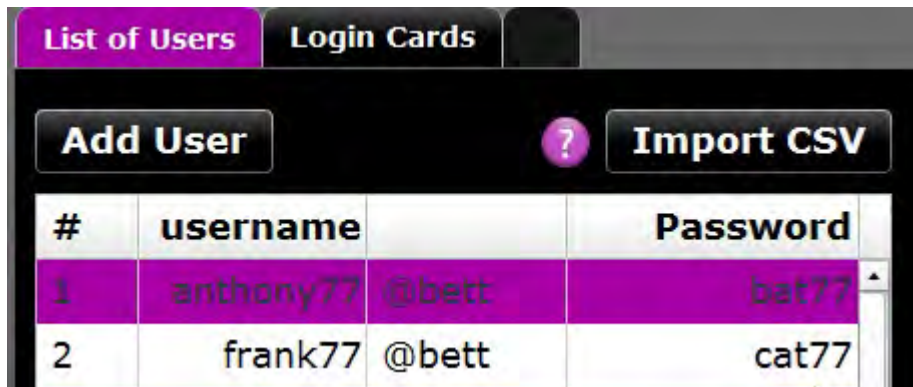
To add a further group of pupils via CSV please add the names to your existing spreadsheet and upload again. Alternatively, create a new spreadsheet and follow steps 1-5 again.

Printing login cards:

You can now print handy login cards for pupils to help them remember their username and password.

Step 1.

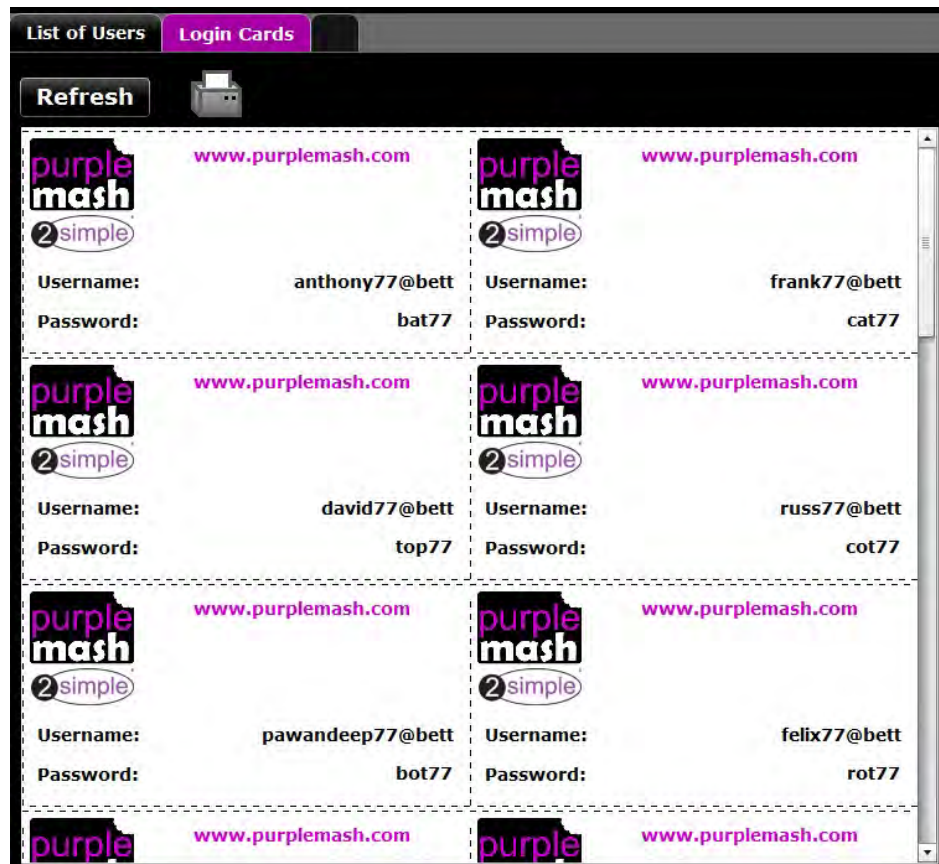
Click on the Login cards tab




#	username	Password
1	anthony77 @bett	bat77
2	frank77 @bett	cat77

Step 2.

Scan through the logins to ensure you are happy with the usernames and passwords. If you need to amend any login details, return to the 'List of Users' tab, locate the user and change as necessary.



Refresh 

www.purplemash.com	www.purplemash.com
purple mash 2simple Username: anthony77@bett Password: bat77	purple mash 2simple Username: frank77@bett Password: cat77
purple mash 2simple Username: david77@bett Password: top77	purple mash 2simple Username: russ77@bett Password: cot77
purple mash 2simple Username: pawandeep77@bett Password: bot77	purple mash 2simple Username: felix77@bett Password: rot77
purple mash 2simple	purple mash 2simple

Step 3.

If you have changed any details for user logins, be sure to click on 'Refresh', press 'Print' and you will have a set of login cards for your pupils.

Logging in as a pupil

Step 1 Go to your Mash Login page

e.g. 'www.http://mashlogin.com/evanspri/ '

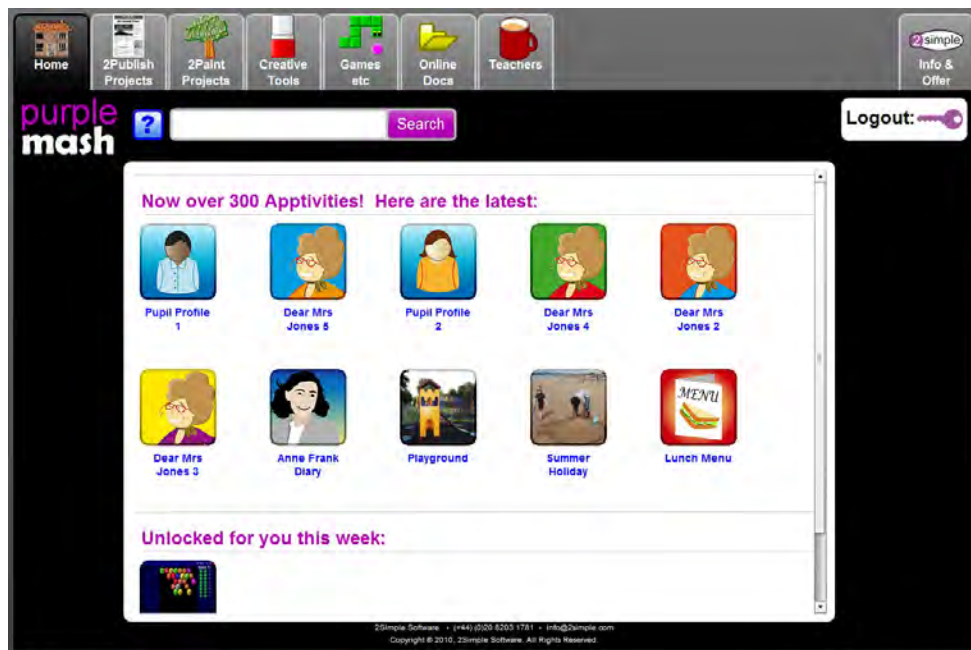


Step 2

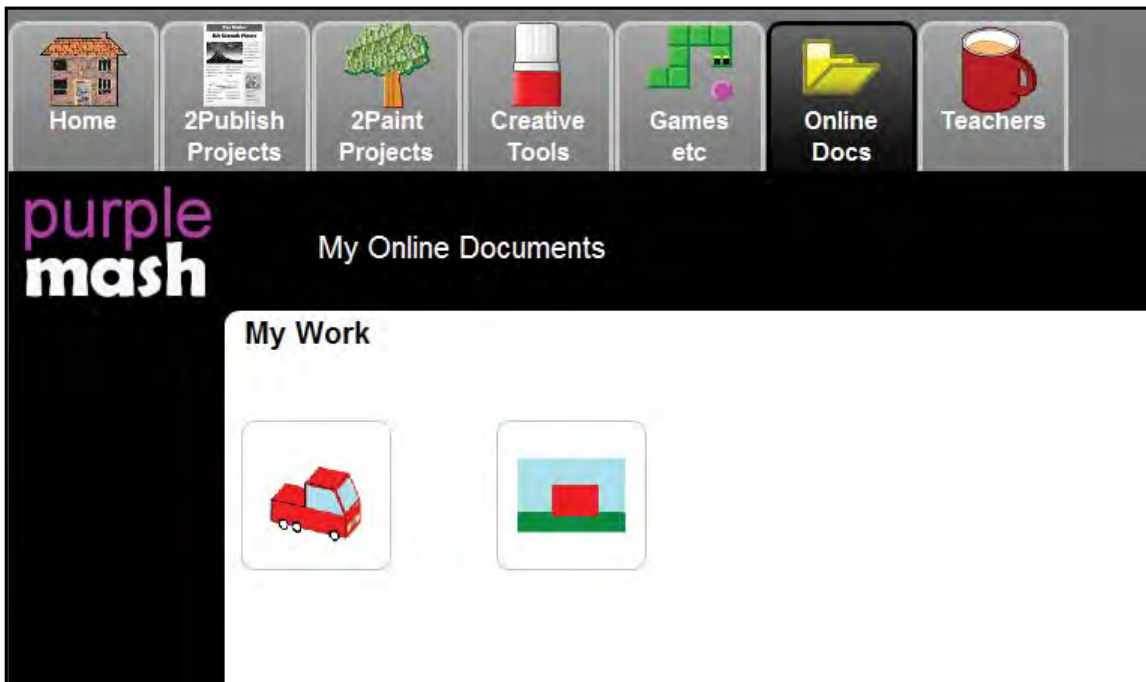
Enter your username and password and click ok.
For example, Tom Jones might log in with:

User: Tjones73
Password: Batt77

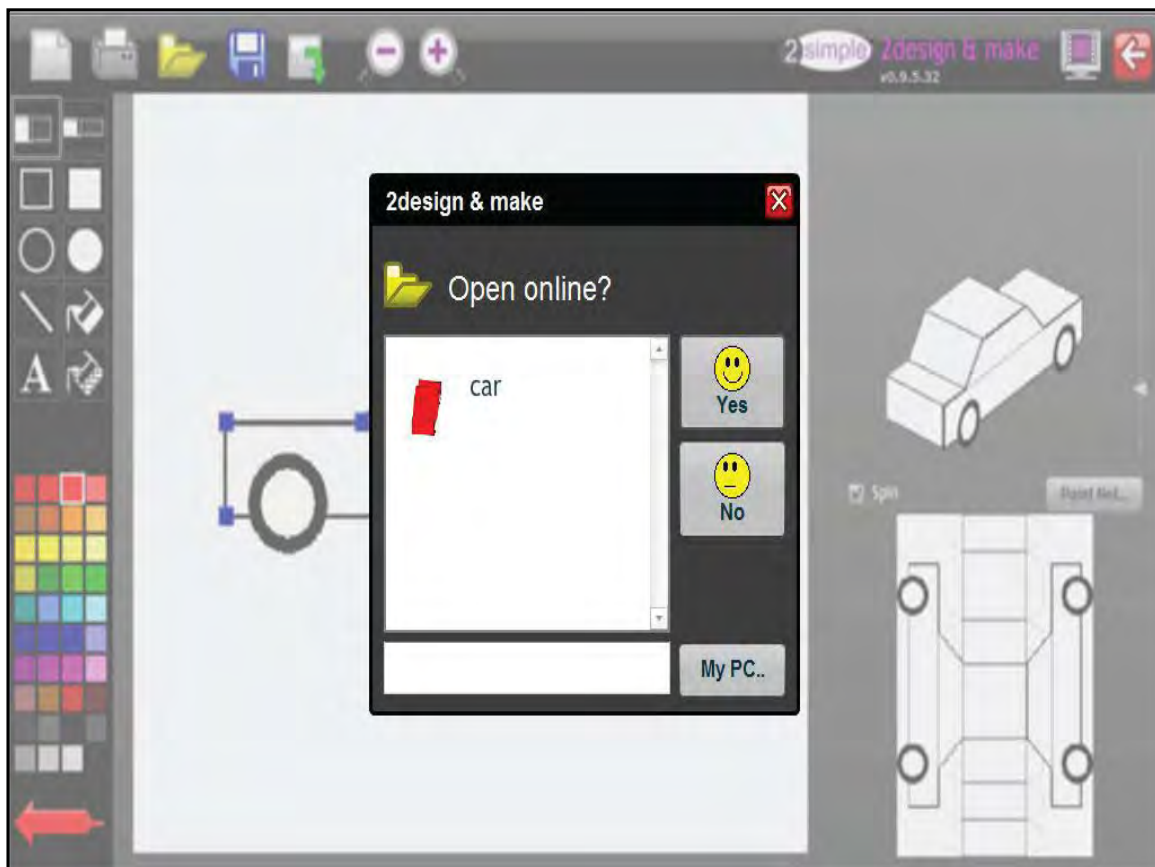
You should now be logged into Purple Mash



To open work previously saved, click on the 'Online Docs' tab.



To open your work, click on the picture in the 'My Work' area or click on a tool and then the 'open' button.



To save your work, click on the save button and give your work a sensible name.
Your work will now be saved online.



In case of any difficulties or queries, you can contact us:

For general information: mash@2simple.com

For support issues: www.2simple.com/support
or email us at: support@2simple.com

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