

This HOW TO is for organizations that have new or existing administrative profiles on the Dallas City of Learning (DCoL).

Prior to logging in, new organizations or newly added admins will have received an email with instruction on how to set up their login and select a password. If you have not received the set-up/login email:

1. **Please check your email's trash/spam in-box**
2. Contact victoria.liguez@bigthought.org

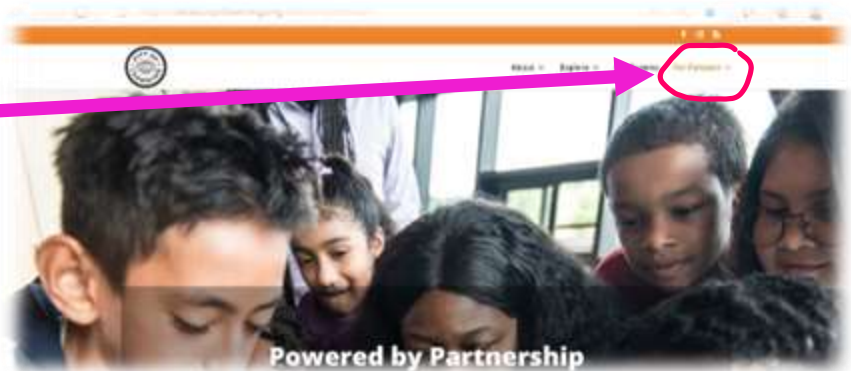
Your **organization's** profile is used for all administrative actions your org needs to manage in relation to using the platform. Be aware, the administrative side of the platform looks much different than the student/family user side, so it should be clear you are on the administrative side of the platform.

LOG IN PAGE FOR PARTNER ADMINS

Go to the Dallas City of Learning home page:

www.dallascityoflearning.org/info/

by selecting "For Partners"



In the drop-down menu that appears

select "Partner Log In"






HOW TO: LOG IN AS PARTNER ADMIN

Once you select PARTNER LOG IN you will be directed to the login page at: <https://dallascityoflearning.org/admin/login> which looks like this:

ALTERNATE LOG IN METHOD

- ▶ Access the login page for your organization's admin profile with this link: <https://dallascityoflearning.org/admin/login>
- ▶ You will be directed to this page 
- ▶ Follow the prompts as directed.
 - ▶ Make sure you are using the email address that the set-up/login email was received at.
 - ▶ If you forget your password, use the "I forgot my password" option on the login page.

FOR ADDITIONAL QUESTIONS

- ▶ Contact Dallas City of Learning Platform Manager, Victoria.Liguez@bigthought.org (Mon.-Fri. 9a-4p).
- ▶ At the bottom of the page of your organization's overview is a link, "[COL Admin Support](#)", which links to a DIY online reference/knowledge base for partners available 24/7.