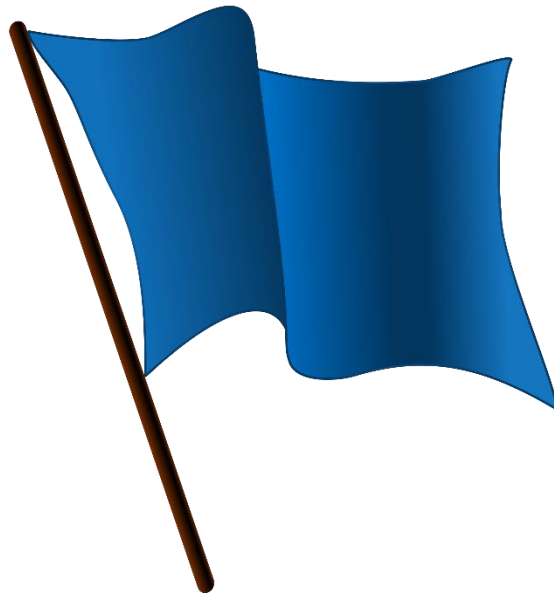


# CyberPass Admin Flag

(for online-safety coordinators and others who want to see data for all classes in your school)



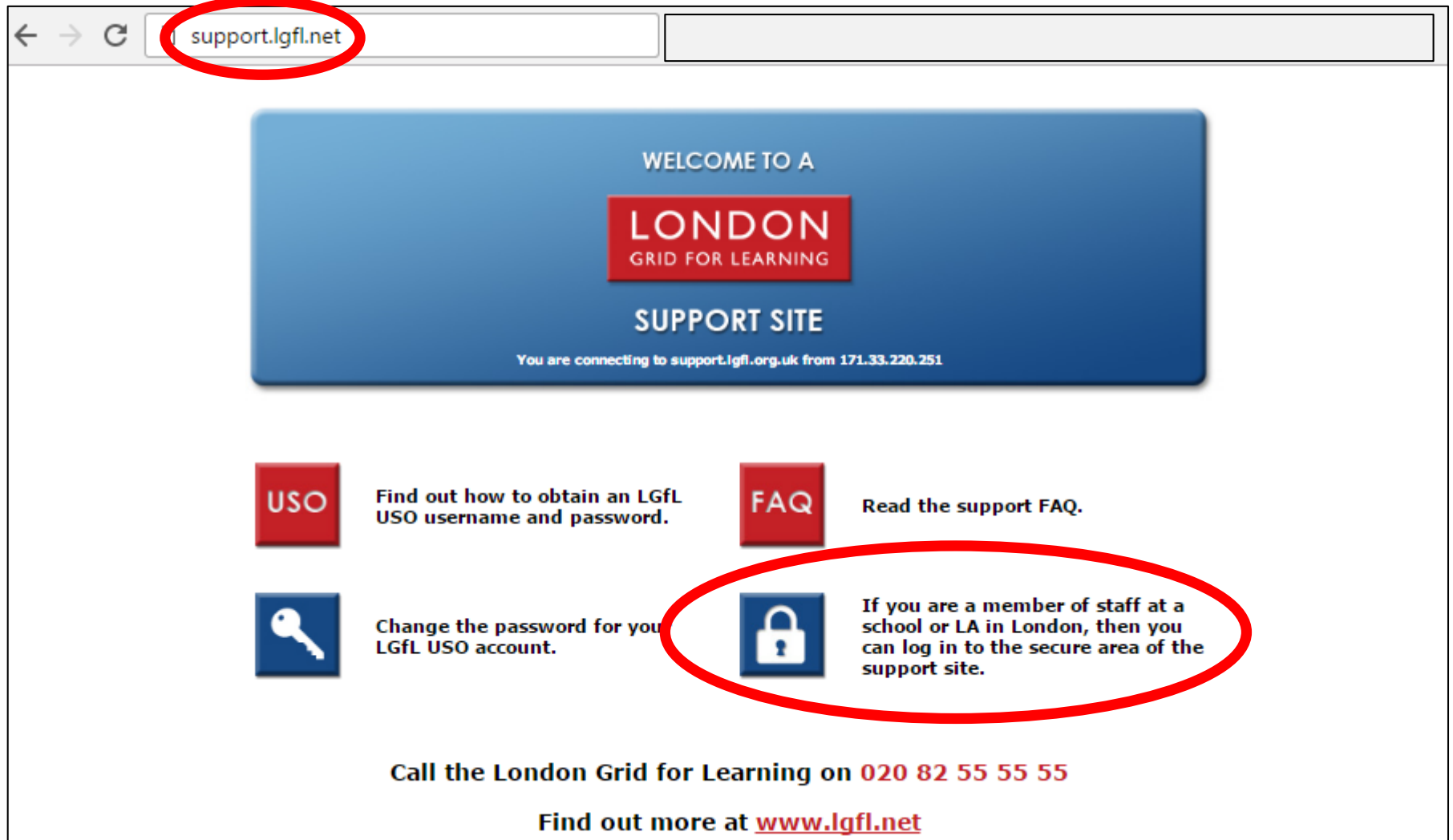
**Information: [cyberpassinfo.lgfl.net](http://cyberpassinfo.lgfl.net)**

**Live resource: [cyberpass.lgfl.net](http://cyberpass.lgfl.net)**

Only a Nominated Contact can do this process.

Not sure who that is? Check at [mync.lgfl.net](http://mync.lgfl.net) (from a school computer).

Log in at [support.lgfl.net](http://support.lgfl.net)



The screenshot shows a web browser window with the address bar containing [support.lgfl.net](http://support.lgfl.net), which is circled in red. The main content area features a blue header with the text "WELCOME TO A LONDON GRID FOR LEARNING SUPPORT SITE" and a red box with "LONDON GRID FOR LEARNING". Below the header, there are four navigation options, each with an icon and a description:

- USO** (red square icon): Find out how to obtain an LGfL USO username and password.
- FAQ** (red square icon): Read the support FAQ.
- Key** (blue square icon): Change the password for your LGfL USO account.
- Lock** (blue square icon): If you are a member of staff at a school or LA in London, then you can log in to the secure area of the support site. This option is circled in red.

At the bottom, the text reads: "Call the London Grid for Learning on 020 82 55 55 55" and "Find out more at [www.lgfl.net](http://www.lgfl.net)".

Select this menu item from the dropdown

- User Accounts
- User request (single)
- User request (whole establishment bulk)
- View 3PSO users
- Manage 3PSO users
- Manage borough support users
- User list/search
- User groups
- User report
- Whole school bulk results
- AutoUpdate settings
- Federation data release
- Early Years logins
- OTP tag application
- User profile options
- Password policies
- Identity verification
- LGfL Wifi management
- LGfL Wifi reporting

[cyberpassinfo.lgfl.net](http://cyberpassinfo.lgfl.net)

Select your local authority and school from the dropdown, click search/refresh, find the user in question and click 'Details' to the left of their name.

Search/Refresh  
Export to Excel  
Export as PDF

**Search filters** Profile: -- any of the below Username:   
Authority: London First name:   
Establishment: London Grid for Learning Last name: bentley

All users  
 Staff  
 Nominated Contacts (internal)  
 Headteachers  
 Regular  
 Contractors (external)

	<u>Full USO username</u>	<u>Password</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Email</u>
<a href="#">Details</a>	mbentley11.998		Mark		Bentley	mbentley11.998@lgflmail.org

1 users listed

**cyberpassinfo.lgfl.net**

Select CyberPass Administrator from the category list, click 'Add selected' and double check it is now in the bottom list.

Profile at:  
London Grid for Learning

Year of entry	
Class	
Home area	
MIS product	Unknown
MIS admission number	
MIS unique identifier	
MIS local identifier	

[Edit](#)

Available categories:

- Permissions: AutoText accounts
- Permissions: AutoText administrator
- Permissions: AutoText sender
- Permissions: CentraStage user
- Permissions: CyberPass administrator**
- Permissions: DfE Secure Access contact
- Permissions: Digital Signage administrator
- Permissions: Distribution list poster

[Add selected](#)

Current categories:

- Permissions: Jabber Video user (Enabled & listed in directory)
- Permissions: LGfL mail user
- Permissions: Plesk Administrator

[cyberpassinfo.lgfl.net](http://cyberpassinfo.lgfl.net)

Log into CyberPass again the following morning and you should see this at the top of the screen...

**CyberPass** HeadTeacher dashboard

...instead of this...

**CyberPass** Teacher dashboard

You are now an admin and can see all classes at your school.

**[cyberpassinfo.lgfl.net](http://cyberpassinfo.lgfl.net)**