



Getting Started with IFI@Schools:

A Guide for School Administrators

To access the content on IFI@Schools, you need a school subscription. Each subscription comes with 10 teacher passes that you can allocate to your staff. Every teacher with a pass can in turn set up their own account, select and view 10 films.

To subscribe you will need:

1. A credit card for the school account.
2. An email for the school account.
3. An identified School Administrator - this can be an IT or school administrator, teacher, or principal. This person will sign up the school, manage the school's account, order the teacher passes, and distribute them via email.

How to set up a whole school subscription:

1. Visit www.ifischools.ie and click 'Subscribe'.
2. On the next page, click the subscription for your school: 'Primary School Subscription' or 'Post Primary School Subscription'
3. Enter the email address you want to use to administer the account. We recommend that this email address is the main administrative email account for your school. Then, click 'Continue'.
4. Enter your name and create a password to set up this account.
5. After you complete payment, a popup window will ask you to add your school name, address and contact information to the school subscription. This will help you keep track of it later.
6. A pop-up window will appear confirming your subscription and allowing you to order up to 10 teacher passes. You don't need to order the passes straight away, as you will also receive this link in a confirmation email.

How to order teacher passes

1. You can order your teacher passes from the link in the popup window that confirms your subscription, or from the link in your subscription confirmation email, or by visiting the subscribe page (visit www.ifischools.ie and click 'Subscribe').
2. On the subscribe page, choose the relevant teacher pass (primary or post primary) and click the button marked 'Click Here'. In the next window, use the +/- buttons to select the quantity required. Click 'Continue'. An option to order with your school subscription will appear, click this. Note, you do not have to order all teacher passes at once.
3. In the next window you will be prompted to enter details for each pass. (You are required to enter a name for each pass, so if you don't know who will be availing of the passes just yet, you can enter 'Teacher x' or similar and rename later).
4. You will then be brought to the 'My Passes' page to view your passes, you can edit details at any point, and transfer passes from this screen.
5. To transfer the passes to teachers, click the settings wheel () opposite the relevant pass and select 'Transfer Pass'.
6. Enter the teacher's email address. Once entered, the teacher will receive an email to prompt them to set up their own individual account to manage the film content.
7. Remember these teachers' passes are not transferable between teachers.
8. We recommend sending our 'Guide for Teachers' to teachers to assist them with signing up and accessing films. Visit www.ifischools.ie and click 'How it Works' to access our Guides.

NOTE: If you are a teacher and you are administering the school subscription but wish to access films, you will need to order a teacher pass for yourself. Just be sure to label this clearly with your name. You can keep this tied to the main school subscription account, or transfer it to a separate email if you prefer. Visit our guide for teachers to find out about browsing and accessing films.