

# GUIDE 3

## HOW TO REDEEM & TRANSFER

### TEACHER PASSES

Once you have purchased a School Pass, you can redeem up to 10 Teacher Passes.

#### Q: Why Redeem and Transfer Teacher Passes?

A: Each School Pass allows up to 10 teachers to open and manage their own unlocks, watches and viewing library.

#### REDEEM

##### STEP 1

On the Purchase page, choose the relevant Teacher Pass (Primary or Post-Primary)

In the next window, use the +/- buttons to select the quantity required. Click 'Continue'. An option to order with your School Pass will appear, click this.

##### STEP 2

Follow the prompt and enter details for each pass.

(You need a name for each pass. If you don't know who will be availing of the passes just yet, you can enter 'Teacher x' or similar and rename later).

**Note:**

You do not have to order all 10 Teacher Passes at once

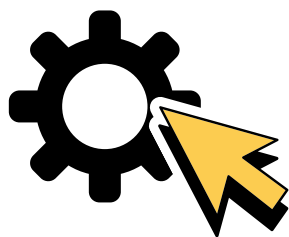
##### STEP 3

You will then be brought to the 'My Passes' page. You can view, edit and transfer your passes from this page.

#### TRANSFER

You must transfer the Teacher Passes so each Teacher can create and access their own individual account on IFI@Schools.

##### STEP 1



To transfer the individual Teacher Passes to teachers, click the settings wheel alongside the relevant pass and select 'Transfer Pass'.

##### STEP 2

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.

**Note:**

Teacher Passes are not transferable between teachers

#### MORE GUIDES

We recommend using our How To Guides to assist with signing up and accessing films.

See Guide 4: How to Accept a Teacher Pass

Visit [www.ifischools.ie/how-it-works](http://www.ifischools.ie/how-it-works)

**Note:**

If you are administering the School Pass but also wish to watch films, you must redeem a Teacher Pass for yourself. You can keep this tied to the main School Pass, or transfer it to a separate email if you prefer.