

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

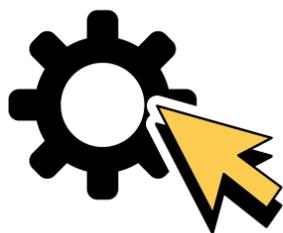
STEP 3

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

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.