




ACCESS YOUR ADMIN ACCOUNT

Please follow these instructions to begin using your Kuder Galaxy Admin account.

- **If your school uses Clever:** Go to <https://galaxy.kuder.com>. Click on  **Log in with Clever**. Then, search for your school and login with your school username and password or Clever sign-in badge.
- Clever users will automatically have student and teacher information uploaded from its student integration system (SIS). However, School Admin/Counselor roles will have to be added manually.
- **If your school does not use Clever:** Watch your inbox for an email titled, "Kuder Galaxy Password" and follow instructions accordingly.
- Go directly to <https://galaxy.kuder.com>.
- Enter your email address and password and click the **Sign In** button to access your admin account.
- Write down your email address and password in a save place for future reference.

You can sign in and out of your admin account at any time. Utilize your admin access to manage accounts, align content to local academics (frameworks and standards) or "I" statements, run reports, and more.

"I" statements are student-centered activities, competencies, or objectives which address standards such as college and career readiness requirements.

Get Parents Involved

Direct parents and families to learn about Galaxy and get grade-specific information and actionable advice at <https://galaxy.kuder.com/parents>.

MANAGE ACCOUNTS

Galaxy allows for multiple levels of access: state, district, school, and teacher/counselor. District, school, and teacher/counselor levels may manage student accounts. Student accounts may be created individually or via a mass upload.

Student Mass Upload & Sign In (Schools not using Clever.)

- Select **Students** from the navigation menu.
- Click on **Download Student Template** button.
- Populate the template based on the column headings. For Grade use PK, K, or the number 1-5. Passwords must be at least eight characters.
- Select **Incremental** or **Complete** for the Upload Mode. **IMPORTANT:** Only choose Complete when uploading your full list of students for the first time or at the beginning of each year. Use Incremental to add students to your existing list of students.
- Click on the **Mass Student Upload** button and attach your saved template file to complete the process.
- Provide each student with their email address and password you created in the template.
- Direct students to sign in by going to <https://galaxy.kuder.com> and click on **Log In** and select **Elementary Login**.
- Have them enter their **email address** and **password** and click the **Sign In** button to access their account.

Questions? We're here to help. 

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