**Performance Matters - Unify**

**Managing District / School Admin Accounts through PowerSchool**

* + Search for the staff member in PowerSchool.
	+ Select Security Settings.
	+ Select Applications.
	+ On the bottom of page, check the box if the user will be a school administrator.



* + On the bottom of the page, if you click on the Advanced options and check the PM District User box, it will create a District User in Performance Matters - Unify.
	+ If you put in an Alternate User Name (Email), users will be able to go directly to unify.performancematters.com and login with their credentials.

