



KEYBOARD A-Z TEACHING TYPING SINCE 1995

Multi-Academy Trust Administrator Access and Back Office Guide

Only the multi-academy trust administrator responsible for purchasing multiple licences will have access to this overview panel.

1. Go to: <http://kaz.kaz-type.com/kazLogOn.aspx>
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).



2. Once logged in, you will be presented with the following admin panel which gives an overview of each school in your trust. i.e. Name of school, total school licences, number of allocated licences and the date the course was last used.

Name	Total Licenses	Licenses used	Date Last Used
School A	500	375	10/05/2020
School B	250	195	07/03/2020
School C	30	25	15/04/2020
School D	20	20	30/09/2019
School E	100	75	12/01/2020
School F	1000	790	15/05/2020
School G	10	8	14/05/2020
School H	250	175	17/04/2020

3. The tab menu on the left hand side allows the global administrator to:

Create additional Global administrators - **please proceed with extreme caution, as additional global administrators will have full access to all schools and student data.**

Dashboard
Administrator Administration >
Create an Administrator
Enterprise Administration >
Change Password
Logout

CREATE ENTERPRISE ADMINISTRATOR

Use this page to create KAZ Administrators who will be responsible for the administration of their own enterprise. You must have created their enterprise first.

First Name :
First Name

Last Name :
Last Name

Email Address :
Email Address

Password :
Password

Save & email Save Reset

4. Direct access to each School or Enterprise via the 'Enter Admin' button.

KAZ Super Administration

ENTERPRISE LIST

Clear Filter Filter Print

Search: Data: 50

Organisation	License Email	Product Name	Workstations	License Active Date (DD/MM/YYYY)	License Valid Upto (DD/MM/YYYY)	License Status	License Type	License Key	Licensed Users	Enter Admin
										Enter Admin
										Enter Admin
										Enter Admin
										Enter Admin
										Enter Admin
										Enter Admin
										Enter Admin

For a detailed guide as to how to use the school back office, please consult the Administrator guide.

- b. Search all users within the trust by name, email or school
 - c. View any expired licences
5. Change your password.

We are so confident in the benefits of our Typing Tutor that we are certain when you see the results and progress of your students/users, you will implement KAZ touch typing software year after year - like so many of our established users.

...it's as simple as that!

