# Admin Changes

## Lecturer validation process



## New support material process



## New course process



## Scenarios

There are three scenarios for the administrative changes:

* + A lecturer has created a profile and the administrator has validated his credentials for a course;
	+ A support resource has been added to a support item; and
	+ A new course has been created and a list of students uploaded.

## Scenario 1

A lecturer has created a profile and the administrator has received an email to validate the lecturer’s credentials. The administrator approves the lecturers course.

|  |  |
| --- | --- |
| EM11 |  Dear <First name>,Thank you for registering as a lecturer on the Juta Academic Website. You will now be able to access support material for the following courses:<institution> <course>To access support material, log in (Link to Login) to [www.jutaacademic.co.za](http://www.jutaacademic.co.za) (Link to home page) and click on “My Resources” tab. Should you require any assistance please contact SupportMaterial@juta.co.zaKind regardsThe Juta Academic Marketing Team |

NOTE: If the lecturer is not approved, the administrator/sales rep/publisher must manually contact the lecturer to discuss. If the lecturer is not to be approved, the administrator must delete the user institution. When this is deleted, NO profile changed message must be sent.

## Scenario 2

A new support item is created and support resources added, or new support resources are added to an existing support item.

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| --- | --- |
| EM12 | Dear <First name>,New support material has been added to the Juta Academic Website for the following textbook publications: <support material item>To access support material, log in (Link to Login) to [www.jutaacademic.co.za](http://www.jutaacademic.co.za) (Link to home page) and click on “My Resources” tab. Should you require any assistance please contact SupportMaterial@juta.co.zaKind regardsThe Juta Academic Marketing Team |

## Scenario 3

A new course has been created and students added, or new students have been added to an existing course.

|  |  |
| --- | --- |
| EM13 | Dear <First name>,Your academic institution has provided Juta with your student number. You now have access to support resources for your prescribed Juta textbook. <support material item>To access support material, log in (Link to Login) to [www.jutaacademic.co.za](http://www.jutaacademic.co.za) (Link to home page) and click on “My Resources” tab. Should you require any assistance please contact SupportMaterial@juta.co.zaKind regardsThe Juta Academic Marketing Team |