Outstanda Administrator Guide

Each school has **one administrator**. This person is responsible for licenses, instructor setup, reporting access, and oversight of school progress.

Step 1: Create Your Free Account

1. Go to **hub.outstanda.org**
2. Confirm your account by clicking the link sent to your email.

Step 2: Create and Pay Invoice

1. Go to **https://hub.outstanda.org/voices/add_license.php**
2. Create your school invoice.
3. Pay online with a credit card **or** print the invoice and mail a check.

Step 3: Add Instructors

- From your **Administrator Dashboard**, add instructors to the system. Send them the **Instructor Training Video** and **Instructor Getting Started Guide**.

Step 4: Manage Reporting Access

- Add board members or superintendents with **Reporting Access**.
- They can view school and class progress (no individual student names).

Step 5: Oversee Progress

- Monitor how instructors and classes are doing.
- Review reports to see **gaps and opportunities** that were not visible before.
- Use this data to guide interventions and celebrate growth.

Step 6: Expand if Needed

- Administrators may add **additional schools** under their organization.

Need Help?

Visit **hub.outstanda.org/help** or contact Outstanda support at support@outstanda.org