



SEATS 'Provider View Only' User Account Guidance Document

Purpose:

These guidelines define the specifications for the 'Provider View Only' user account in SEATS, designed specifically for Online Provider staff.

Who Should Use This Account?

The 'Provider View Only' account is intended for Online Provider staff who need limited access to student data for viewing purposes only. This account should be utilized by:

- Teachers
- Student Mentors

How to Create a 'Provider View Only' Account

Each staff member must have their own account and accounts may not be shared.

Login to [SEATS](#)

- **Click:** Register
- **Create a New Account**
 - Complete the following fields
 - Username
 - Email
 - Password
 - Confirm Password
- **Click:** Register
- Email Confirmation pop-up will appear
- **Click:** Close
- Check your inbox-including spam/junk folders for the email to confirm your account
- After confirming, return to SEATS

- **Click:** Login
 - Enter Username and Password
- **Click:** Login
- **Choose User Type:** Provider - View Only
- **Click:** Create
- **Set Up User Account:**
 - Complete the following fields
 - First Name
 - Last Name
 - Phone Number
 - Fax (zeros can be used if fax number is unavailable)
 - ProviderID
- **Click:** Create
- **Request Submitted**
 - Your request has been submitted. USBE will review it and send you an email once it has been approved