



# VE Hub Quick User Guide

Facilitator Admin Instructions

[hub.veinternational.org](https://hub.veinternational.org)

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***Updated: September 6, 2019***



## FACILITATOR INSTRUCTIONS

### Invited Hub Account Setup - Facilitators

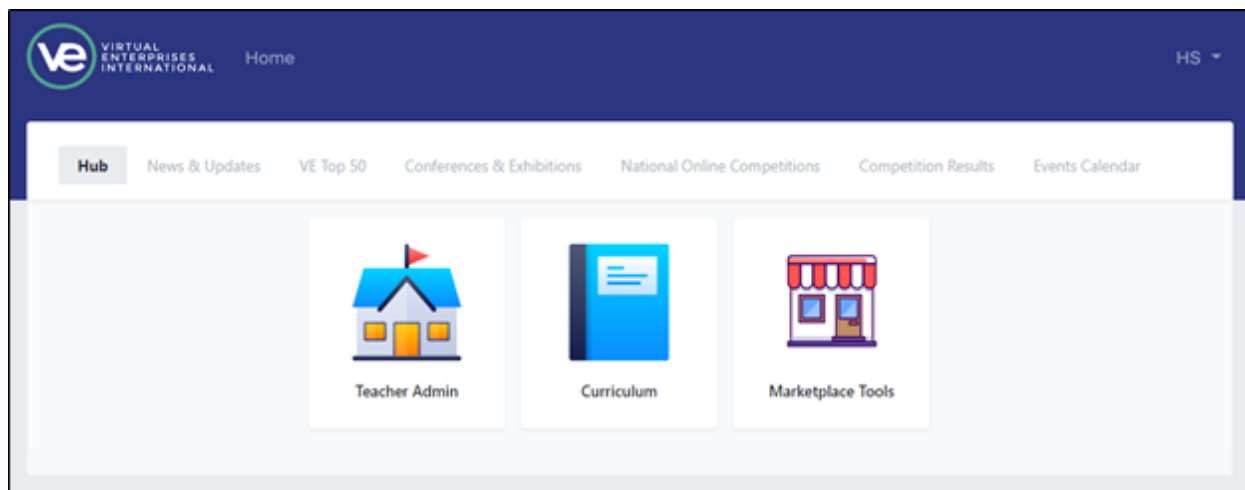
Regional Directors will add instructors to the Hub, which will generate invitation emails to facilitators. When a facilitator clicks the link in the invitation email, they will be brought to a page to create a password for their account.

The screenshot shows a web page for account setup. At the top is the Virtual Enterprises International logo, which consists of a green circle containing the letters 've' in blue, followed by the text 'VIRTUAL ENTERPRISES INTERNATIONAL' in blue. Below the logo is the text 'Create a password for your account'. There are two input fields: the first contains the email address 'invited@teacher.edu', and the second is labeled 'Password'. At the bottom is a dark blue button with the text 'Complete Setup' in white.



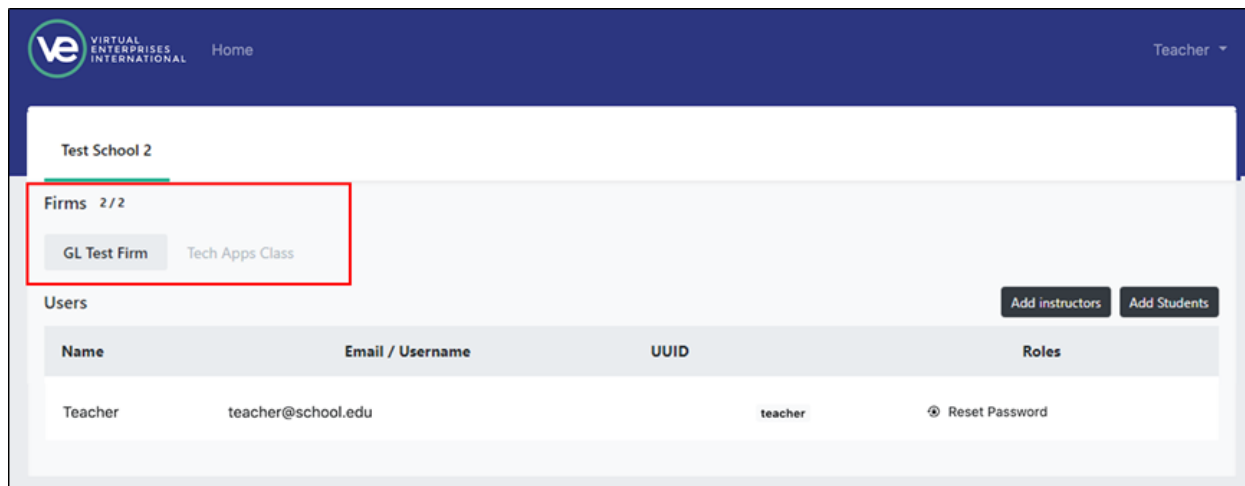
## Facilitator Hub Dashboard

You can access the VE Hub by visiting [hub.veinternational.org](http://hub.veinternational.org), or from the VE Hub link on the [veinternational.org](http://veinternational.org) website. After logging in to the Hub, facilitators will see their dashboard which includes Teacher Admin, Curriculum, and Marketplace Tools. Soon to be released: icons and tabs for News & Updates, VE Top 50, Conferences & Exhibitions, our Events Calendar, and Competition links.



## Teacher Admin

By clicking on Teacher Admin, facilitators will be able to manage firm details and add students. If a teacher is assigned to multiple firms, tabs appear with each firm name at the top left..





## No firms, No firm quota

If an instructor is not assigned to a firm and the school does not have any firm slots left, the regional director or another instructor must add them to their firm, or the regional director must increase the firm slots for the school.

## Adding Students

In the Teacher Admin, facilitators can click on Add Students to enter student names to onboard. Student accounts will be created with auto-assigned passwords.

IMPORTANT: Enter FirstName **COMMA** Last Name, as indicated

**Add Students**

Enter student names (First Name, Last Name) one per line.

eg.  
Jane, Doe  
John, Doe

First Name Last Name

Cancel Create Students

After creating students, student credentials will automatically be downloaded.

**Students added successfully!**

1 students were created. Usernames and passwords have been generated and a CSV containing credentials has been downloaded.

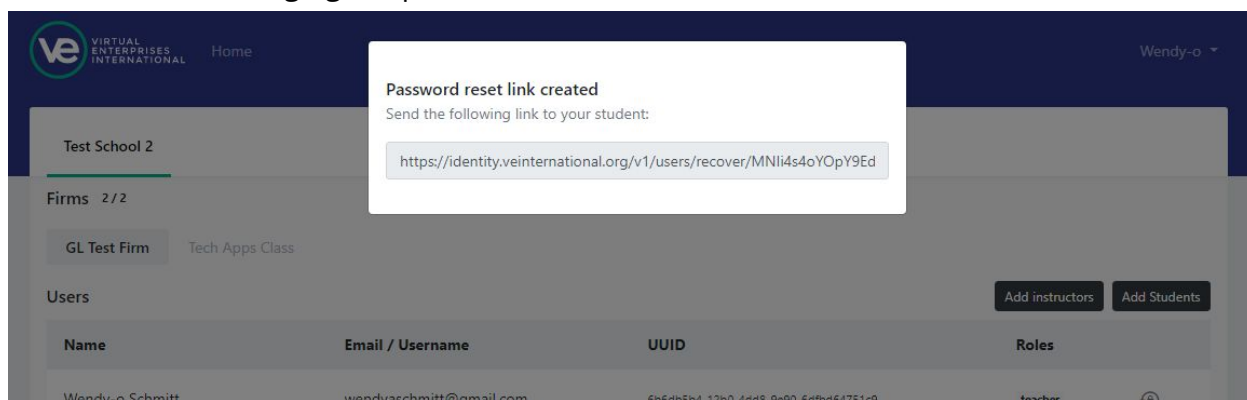
Name	Username	Password
Test Student	tstudent.000	hfr6SNWk



## Reset Student Passwords

Teachers can reset student passwords at any time by clicking the Reset Password link to the right of student's account information.

The link generated can be shared with a student to set his/her own password, or the teacher can follow the link and set a password for the student. NOTE: if teachers wish to take set up student passwords themselves, they will need to be logged out of their teacher account before changing the password.



## Activating Student Accounts

Student accounts are provisions on first login. To activate their accounts, students must log into [hub.veinternational.org](https://hub.veinternational.org) with their personal username and password, click Marketplace Tools to set a bank account type and also click the Curriculum button to begin syncing the VE-LMS associated with their firm type. The syncing process takes approx. 30 minutes to complete. Students may need to log out, and log back in to view all of their Hub tools.

Teachers will not see their students in the Marketplace Tools / Firm Admin until student accounts are activated.