

**Help Desk Support Site**

<http://www.ohio-k12.help>

*Managing Data*

**Updating User Accounts**

[https://www.youtube.com/watch?v=O5JHQyz4\\_A0](https://www.youtube.com/watch?v=O5JHQyz4_A0)

**How to Remove a User from an Organization within KReady**

<https://www.youtube.com/watch?v=JHUD5KMcWrA>

**Adding Student Manually**

[https://www.youtube.com/watch?v=MLtm\\_dM43zo](https://www.youtube.com/watch?v=MLtm_dM43zo)

**How to Update a Student Manually**

<https://www.youtube.com/watch?v=Y0mEgbYNOUo>

**How to Make a Student Inactive**

<https://www.youtube.com/watch?v=245PrnHERq4&t=1s>

**Transfers**

<https://www.ohio-k12.help/kready-support/data-manager-support/transfers/>

*ELA Reports*

**Accessing the Data Downloads Report**

<https://www.ohio-k12.help/kready-support/data-manager-support/data-downloads-report/>

**Accessing the SKB Report**

[https://www.ohio-k12.help/kready-support/data-manager-support/accessing\\_skb\\_report/](https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/)

**Filter by POA**

<https://www.ohio-k12.help/kready-support/data-manager-support/filter-by-poa/>

**Accessing the Archive**

<https://www.ohio-k12.help/kready-support/data-manager-support/accessingarchive/>