

Leaving or removing a user from a Reading Schools application

How to leave or remove a user from a Reading Schools application

- Go to the [Reading Schools website](#)
- Click on the 'Log in' link in the top right corner of the screen



- Fill in your Email address and password, then click on the Log in button at the bottom left of the page

Log in

If this is your first time using the Reading Schools website, please [sign up](#) for an account.

Email
helen.symington@scottishbooktrust.com

Password
.....

Remember me

[Log in](#)

[Sign up](#)
[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)
[Didn't receive unlock instructions?](#)

- Click on 'View' to see your school application

Welcome Helen Symington

Your dashboard is where you can start a new Reading Schools application or access any previous applications.

You can be a contact and work on more than one school's Reading School application at the same time.

If you have saved or submitted an application for a Reading School, you will find this in the 'Your applications' section.

Signed in successfully.

Your applications

Abbeyhill Primary School
Core Level ★
Last updated: 27/09/21

[View](#)

[New application +](#)

- The lead contact can remove a user by clicking 'Remove' beside the user's name

[Back to dashboard](#) | [Log out](#)

Abbeyhill Primary School

Core Level ★

Action plan

Your action plan is under review.

[View](#)

[Edit](#)

Evidence plan

[View](#)

[Edit](#)

Application Users

Helen Symington
Librarian

[Make lead contact](#)

[Remove](#)

Helen Symington
Librarian

[Lead contact](#)

[Leave](#)

Invite new user

* Email

* Role

[Send invitation](#)

Pending invitations

- A user can leave by clicking on 'Leave' beside their own name

The screenshot shows the Reading Schools dashboard for Abbeyhill Primary School. At the top, there is a navigation bar with the Reading Schools logo, a 'Dashboard' button, and links for 'About', 'Articles', 'Resources', and 'Contact us'. Below the navigation bar, there are links for 'Back to dashboard' and 'Log out'. The main heading is 'Abbeyhill Primary School'. The dashboard content is organized into sections: 'Core Level' with a star icon, 'Action plan' (under review), 'Evidence plan', 'Application Users', 'Invite new user', and 'Pending invitations'. In the 'Application Users' section, there are two entries for Helen Symington, Librarian. The second entry has a 'Leave' button circled in red, indicating the action to be taken.

Reading Schools

About Articles Resources Contact us Dashboard

Back to dashboard / Log out

Abbeyhill Primary School

Core Level ★

Action plan
Your action plan is under review. [View](#) [Edit](#)

Evidence plan [View](#) [Edit](#)

Application Users

Helen Symington librarian	Make lead contact Remove
Helen Symington Librarian	Lead contacts Leave

Invite new user

* Email * Role [Send invitation](#)

Pending invitations