

Getting an account

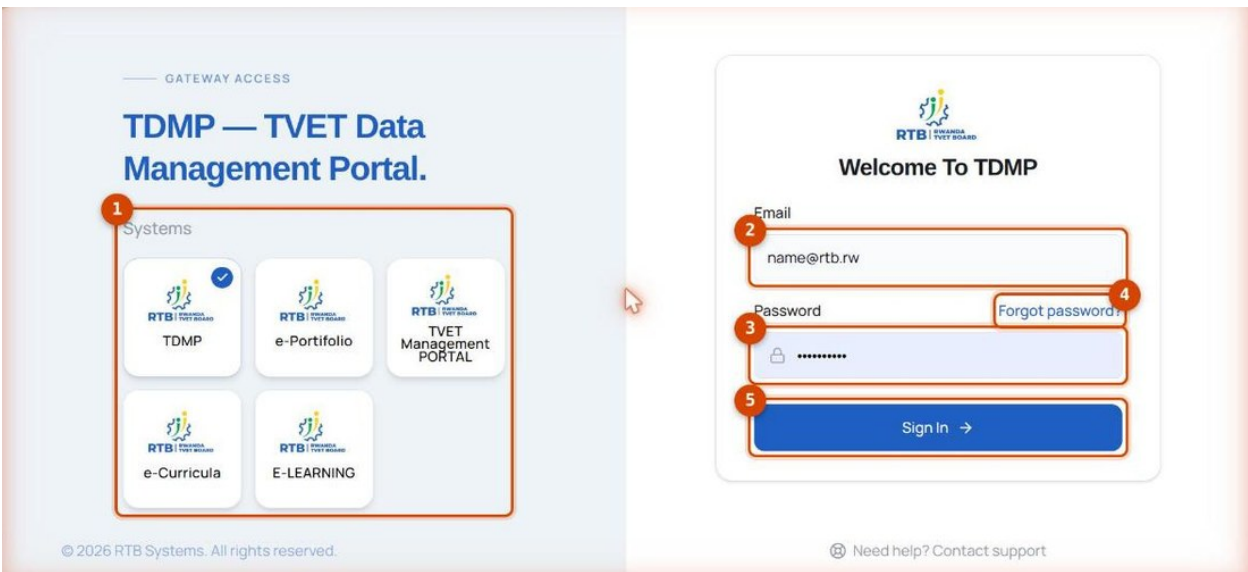
How to get access to TDMP, and what arrives when you do.

You will be able to

- Know who creates TDMP accounts and what to send them
- Finish setting up your account from the invitation e-mail

Who creates accounts

TDMP has no sign-up page. Accounts are created for you by an RTB administrator, because access is tied to a real job at a real institution and has to be checked by a person first.



The sign-in screen has no “create account” link, and that is deliberate — there is nothing you are missing.

Ask your school or district administrator, or whoever manages TDMP for your institution. If you do not know who that is, use “Need help? Contact support” at the bottom of the sign-in screen.

What to send them

Have these ready. It saves a round of e-mails.

WHAT

Your full name

WHY IT IS NEEDED

It appears on the account and on anything you export.

A work e-mail address	This becomes your username, and every reset link goes to it.
Your institution	The school, district or RTB office you work for.
Your role	What you do decides which dashboards and reports you can open.

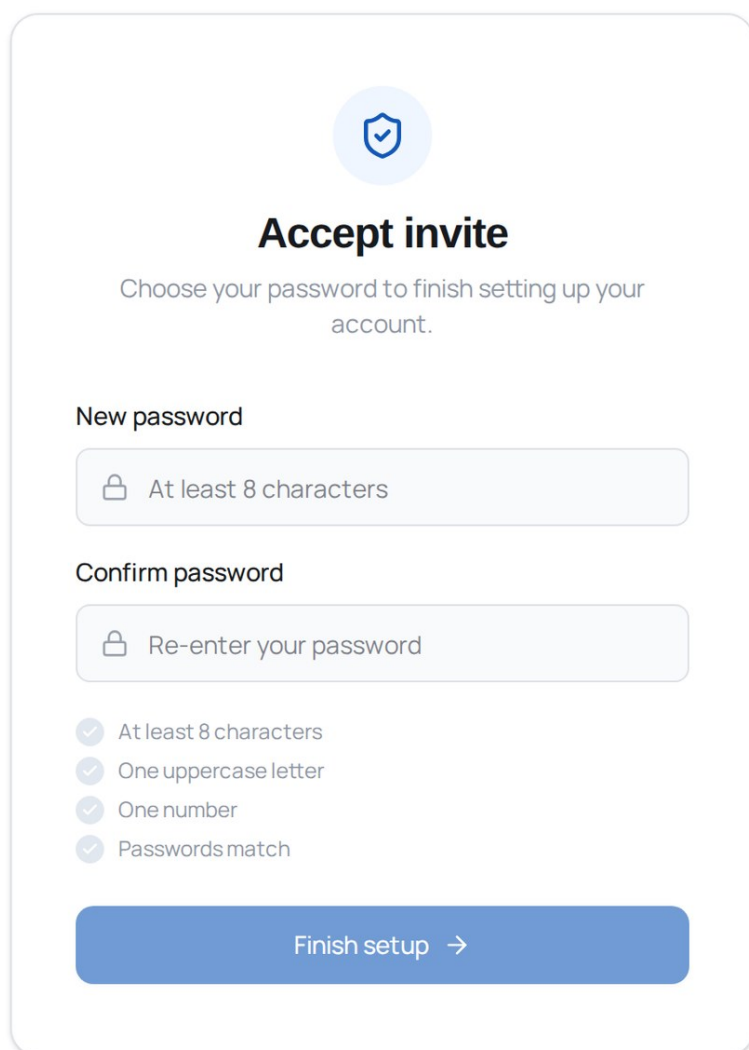
TIP

Use an address you will keep

Your e-mail address is how you sign in and the only way to recover the account. If it changes later, ask an administrator to update it rather than making a second account.

The invitation e-mail

When the account is ready you get an invitation e-mail. It contains a link, and the link is what turns the account on — until you follow it, there is no password and you cannot sign in.





Accept invite

Choose your password to finish setting up your account.

New password

 At least 8 characters

Confirm password

 Re-enter your password

-  At least 8 characters
-  One uppercase letter
-  One number
-  Passwords match

Finish setup →

The link opens this. Choose a password; the four rules underneath tick themselves off as you type, and Finish setup stays grey until all four are green.

- At least 8 characters

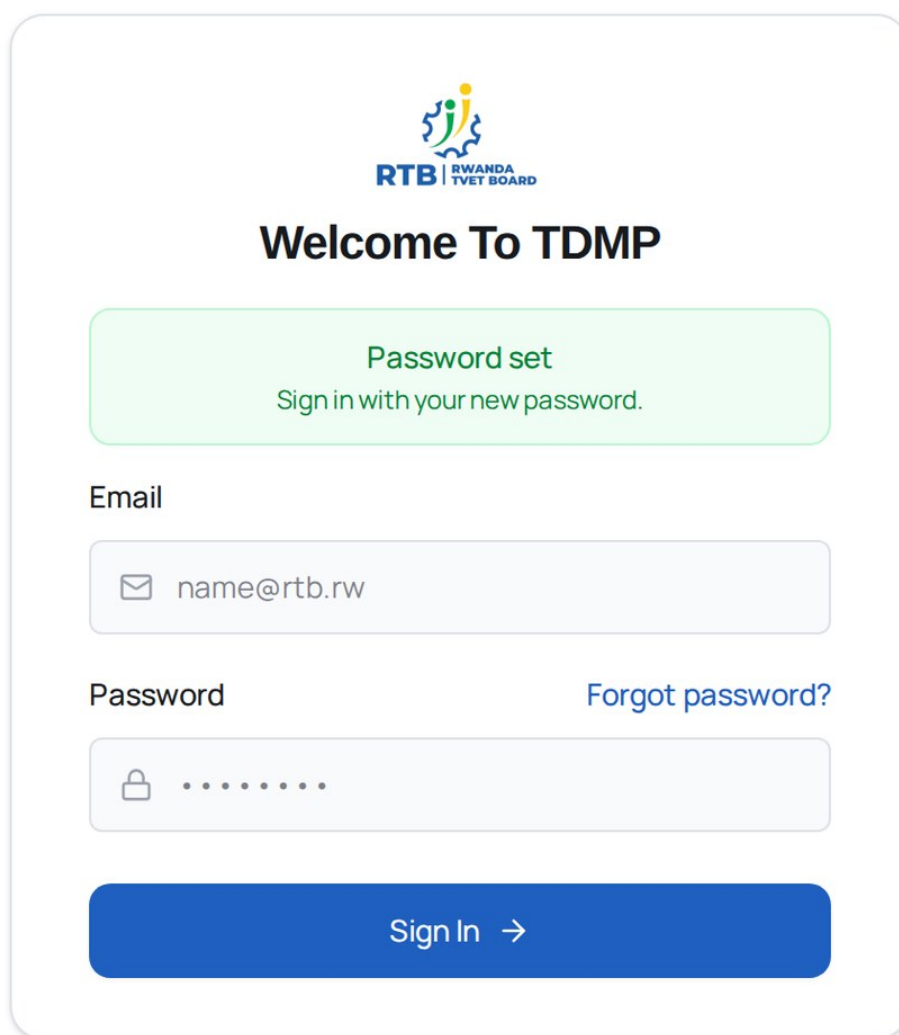
- One uppercase letter
- One number
- Both boxes match

WATCH OUT

The link is single-use

An invitation link works once. If it has already been used, or you cannot find the e-mail, ask the administrator to send a new invite — the old one cannot be reused.

Your first sign-in




Welcome To TDMP

Password set
Sign in with your new password.

Email

 name@rtb.rw

Password [Forgot password?](#)



Sign In →

Setting the password sends you back to sign-in with a green “Password set” banner. That banner is the confirmation it worked.

Sign in with your e-mail address and the password you just chose. From here, read Getting started next.

REMEMBER

What you can see depends on your role

Two people can sign in to the same platform and see different tabs. If a dashboard or report you expected is

missing, that is your role, not a fault — ask your administrator to review your access.

