

Linked Accounts

Linked accounts allow users who have a SameGoal account in multiple districts to easily switch from one account to another while logged in. This allows you to save time when visiting a different district's SameGoal environment since you don't need to log out and log back in. User bank values are also shared across SameGoal accounts so any frequently stored text in one account will automatically be accessible from any linked account. Additionally, users on the Pro edition of SameGoal may run multi-domain reports across linked accounts.

- Link accounts
- Unlink accounts

Link accounts

Steps *To link your accounts:*

1. While logged in, click your username in the top right.
2. Select **Add account**.
3. Select the district for the account you wish to add/link. When you begin to type, matches will appear.
4. On the next page, enter:
 - The password for the account you are currently logged into.
 - The username/email for the account you wish to link.
 - The password for the account you wish to link.
5. Click the **Save** button.
6. Click your username again in the top right. You will see your newly linked account in the menu. Click to switch to that account.
7. Repeat the above steps for each account you wish to link.

 **Tip** You may add as many linked accounts as you like.

💡 Tip It doesn't matter which account you perform the linking in. Your linked accounts will appear in the menu the same for any account you log in under going forward.

💡 Tip When you used stored text in your account, any stored text *you* store will be available in all accounts. However, each *district's* stored text will only appear in the stored text menu when you are working in that particular organization.

💡 Tip If you lose access to any linked account from an administrator, for example if your password is changed or your account is deleted, you will no longer be able to switch to that account through the account menu.

💡 Tip Depending on the password policy instated by the districts you work with, you may need to enter your username and password for accounts that are linked before you are able to switch.

💡 Tip It is best practice to have a different password for each account you link. Should someone gain access to one account, a different password may sometimes prevent them from entering others (depending on the linked account password policy of the other districts you work with).

Unlink accounts

Steps *To unlink your accounts:*

1. Open your account menu in the top right.
2. Click on the gear icon next to **Add account**.
3. Select the account(s) you want to remove.
4. Enter in your current account password.
5. Click **Unlink selected accounts** at the bottom.