

Mentally Fit Schools

Resource Library Guide

[Watch the video guide here](#)

About the Resource Library

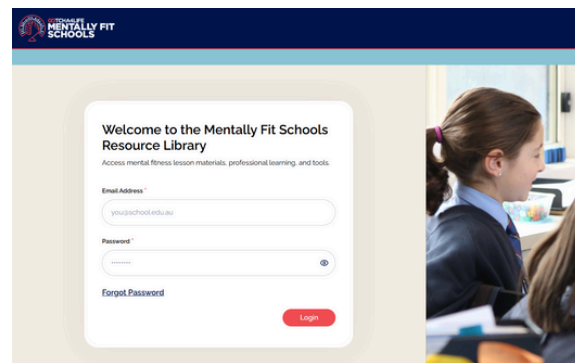
This central online space brings together classroom and professional learning resources that support mental fitness across your school. It's designed to make finding, downloading, and using resources quick and easy, supporting the planning and delivery of the wider program.

As the Wellbeing Lead, you will have full access and the ability to invite teachers from your school to access the Resource Library. We've prepared a short guide and video to help get you started.

1. Setting up your account

You will receive an email inviting you to set up your password for the Resource Library.

1. Open the email and click the **Set up password** link.
2. Create your password and select **continue**.
3. You will be taken directly to the Resource Library **login** screen.



2. Accessing the Resource Library

Once logged in, you will be taken to the Resource Library home page.

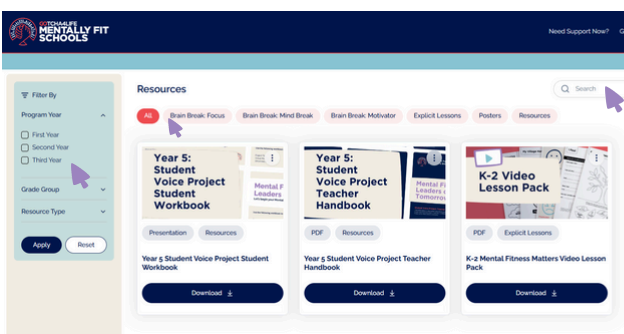
Finding resources

Resources can be explored in several ways:

- **Category tabs** at the top of the page
- **Filters** on the left-hand side (i.e. by resource type)
- **Search bar** to search by keyword from the resource title (i.e. Mind Breaks)

Using resources

- *PDF* and *presentation files* can be **downloaded**
- Other resource formats such as *videos* can be viewed **directly in the browser**.



3. Managing staff (User management)

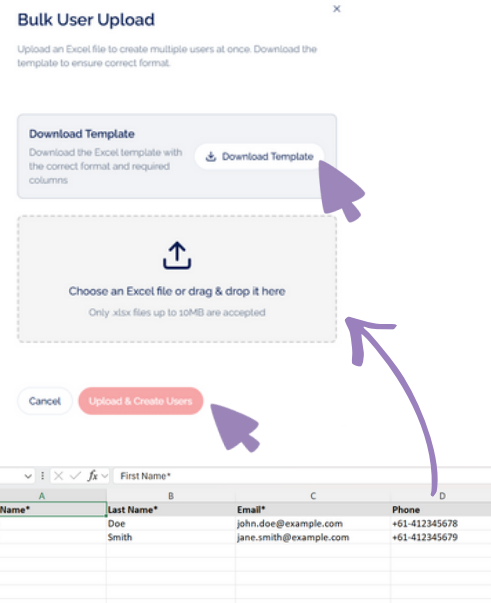
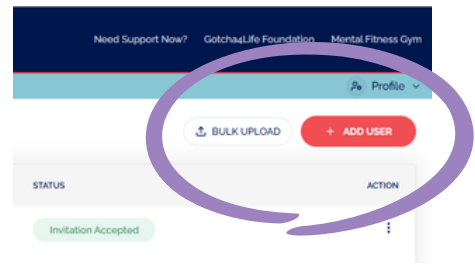
The **User Management** tab is available to only you as the Wellbeing Lead. This is where you will invite staff and manage their profiles. **To add a user**, you can bulk upload (recommended for multiple staff) OR individually add users (for one-off additions).

4. Bulk upload

This will allow you to import all relevant details of staff members who you wish to provide Resource Library access to. Please note staff must use their work email address (not personal) and adding the school's phone number is optional.

You will need to download and fill out the provided Excel template. Once complete, upload or drag & drop it in.

Once you click **Upload & Create Users**, all staff listed in the file will automatically receive an email invitation to set up an account and password.



5. Understanding invitation status

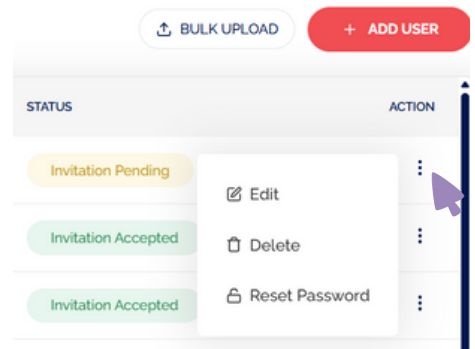
- **Invitation Pending** - Staff member has not yet set up their account.
- **Invitation Accepted** - Staff member has successfully set up their account and password, and is able to access the Resource Library.

ROLE	STATUS
Wellbeing Lead	Invitation Accepted
Teaching Staff	Invitation Pending

6. Managing staff profiles

As a Wellbeing Lead, you have the only access to User Management. With this access, you can:

- **Edit** user profile details.
- **Reset Password** - Sends an automatic password reset email to the staff member (note only Wellbeing Leads can access this)
- **Delete** - Permanently removes user access.



If you experience any issues accessing the Resource Library or managing users, please contact the Gotcha4Life team for support: schools@gotcha4life.org