Affiliate Linking Keys for NHDWebCentral Projects

Instructions for affiliate directors, teachers, and mentors

NHDWebCentral October 2026

Teachers & coordinators can now generate a key that links multiple NHDWeb accounts within a single network. This would allow teachers to search for, edit, view, and remove student NHDWebCentral accounts to improve oversight. It is ***completely optional***, and skipping this step does not affect the registration process whatsoever.

There are three roles with varying degrees of access and responsibility for these keys:

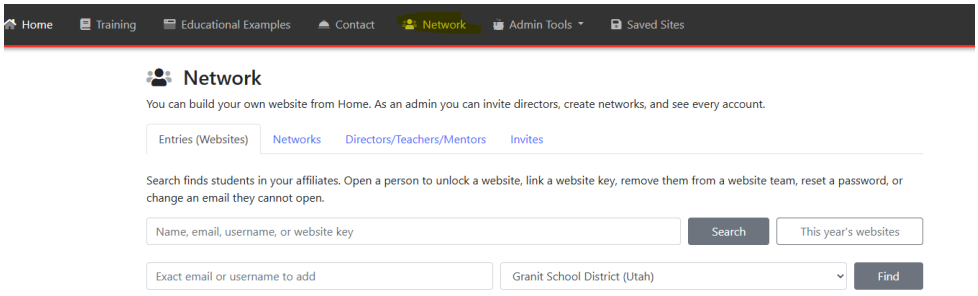
1. An affiliate coordinator can be made a director, who can view the websites of students who compete in that affiliate. A director can also create a school, district, or regional network and grant a teacher or mentor access to students in that network.
2. A teacher or mentor (including district and regional coordinators) can view and manage the websites of students who have joined their school, district, or region.
3. Students have access to their own NHDWeb accounts.

Role	Who they see	What they manage
Affiliate Director	Every student who has chosen that affiliate	Networks, teacher and mentor access, and student websites in the affiliate
Teacher or Mentor	Students who have joined their school, district, or region	Those students and their websites
Student	Their own account	N/A

The pictures in this guide use sample names, such as Minnesota, Roosevelt High School, and Minneapolis Public Schools.

Coordinators & Teachers: How Access Works

Sign in to your NHDWeb account, then select the **Network** tab in the top menu. Students do not see that menu. They join a network from your account.



A director can still see a student who has not joined a network. A teacher sees that student only after the student joins the teacher's network, or after the teacher adds them.

Affiliate keys give a director or teacher access to student accounts. They can open a student website, lock it, attach a site key, change the email, and reset the password. The students can still edit the pages.

Affiliate Directors

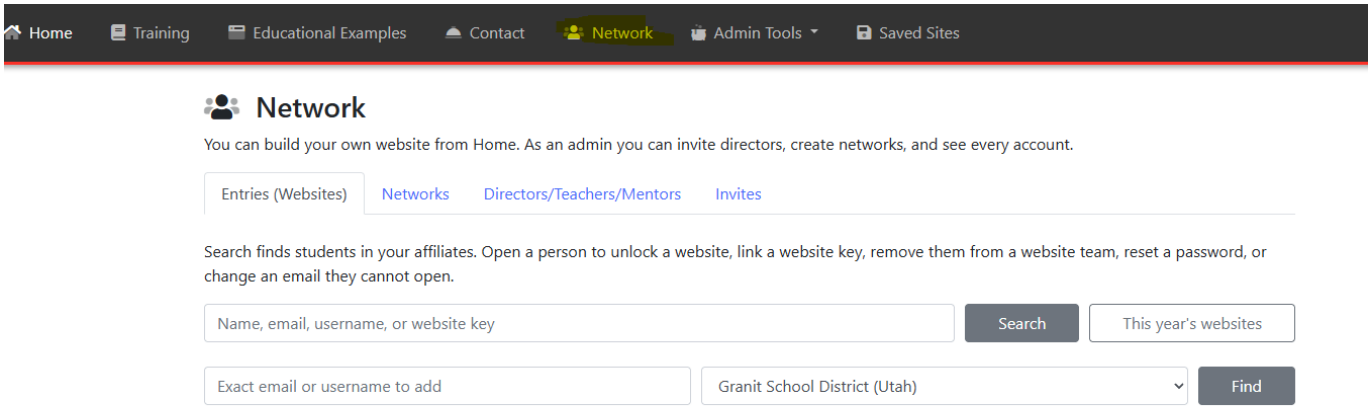
An NHDWebCentral administrator invites a director and assigns one or more affiliates. After the director accepts the invite and signs in, Network is in the top menu. The page says you can see every student in your affiliates, create networks, and invite teachers or mentors into those networks.

How to Create a Network

A network is a school, district, or region inside your affiliate. Teachers and mentors only see students who join that network. You can generate and share the join code with them or add the student yourself.

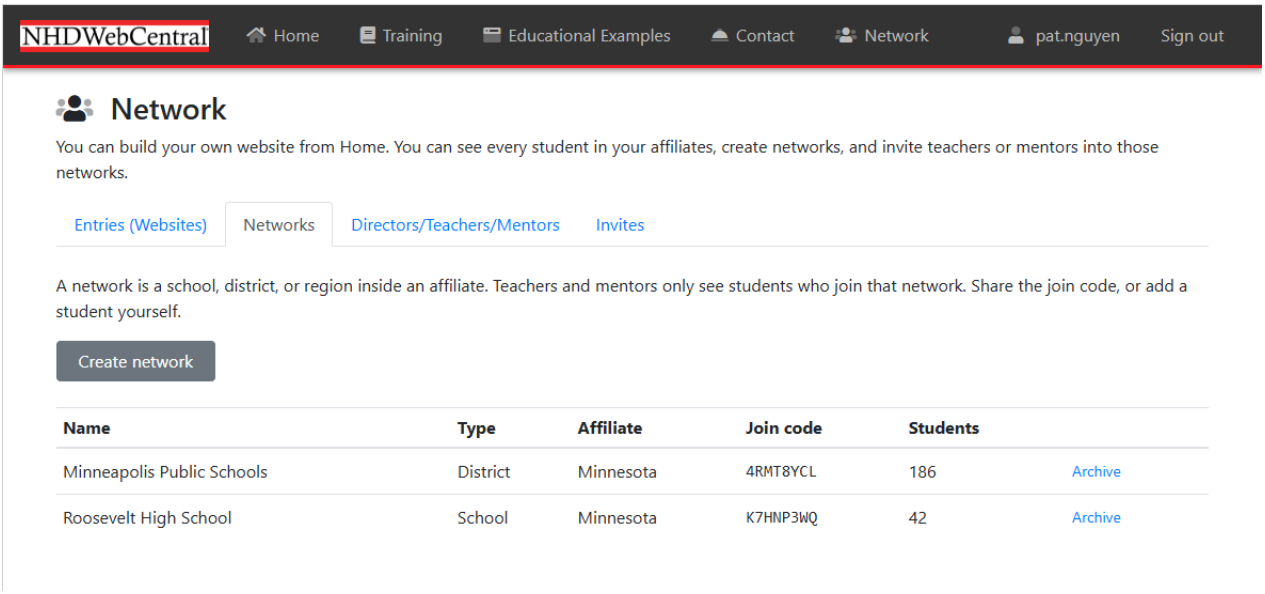
To find students in your affiliate:

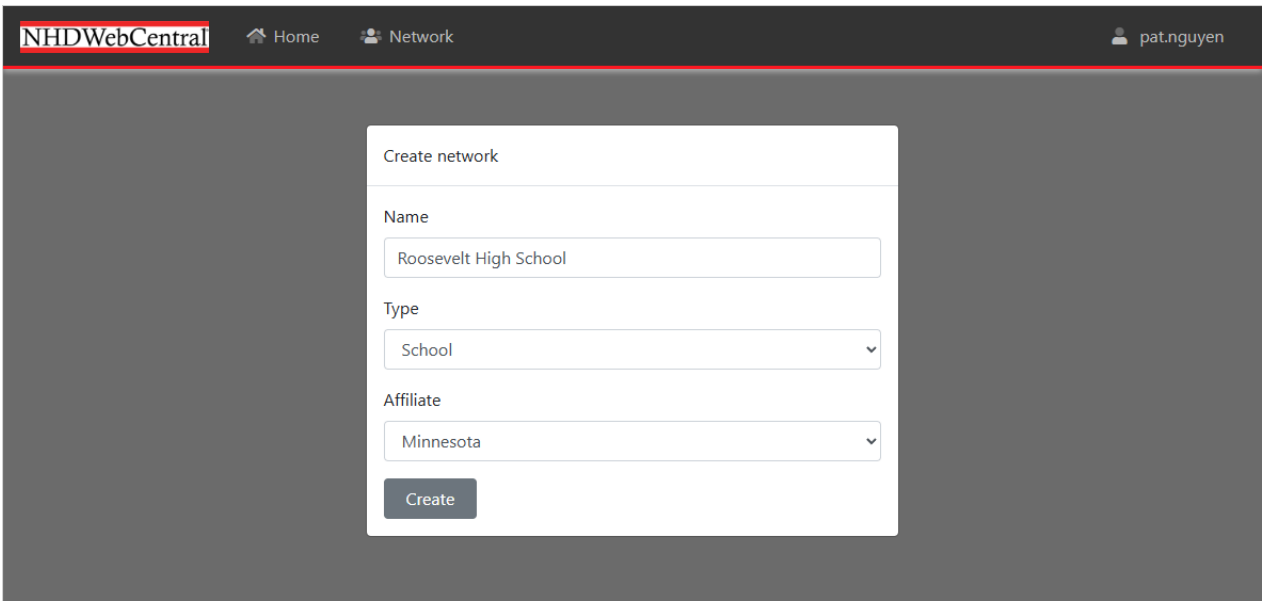
1. Open the Entries (Websites) tab.
2. In the search bar, type in a name, email, username, or website key. You can also type in the exact email or username and a school district.



To create a network & generate a code:

1. Open the Networks tab.
2. Choose “Create network.”
3. Enter a school or district name.
4. Choose School, District, or Region from the dropdown menu.
5. Choose your affiliate. The list contains the affiliates you manage.
6. Click “Create.” The new row generates a join code and a student count.





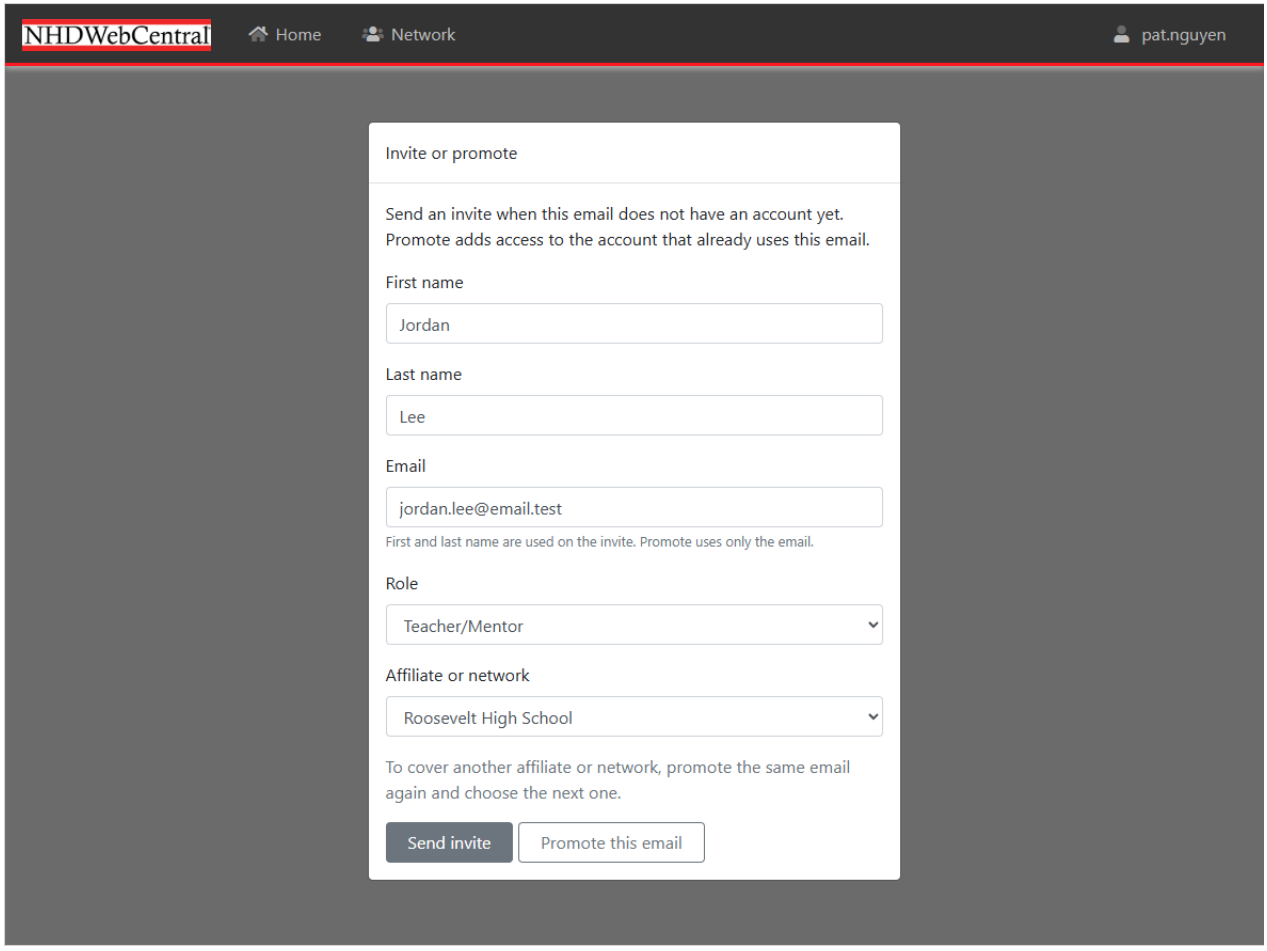
The “**archive**” link closes a network. The row stays in the list and is marked as archived, and students can no longer join that network. You can create a new network if the school or region needs to be added again.

The **join code** is a series of numbers and letters. Teachers can give students the code and they can enter it on their website to join a network.

How to give a teacher or coordinator access:

1. Open the Directors/Teachers/Mentors tab, or the Invites tab.
2. Click the “Invite or promote” button.
3. Enter the first name, last name, and email.
4. Leave the role as Teacher/Mentor. Only an administrator can invite a director.
5. Choose the affiliate or network.
6. Click “Send invite” when the email address does not have an NHDWeb account attached to it. Click “Promote this email” when the email has an account.

7. To add a second network, promote the same email again, and choose another network. Each invite or promotion adds one network.



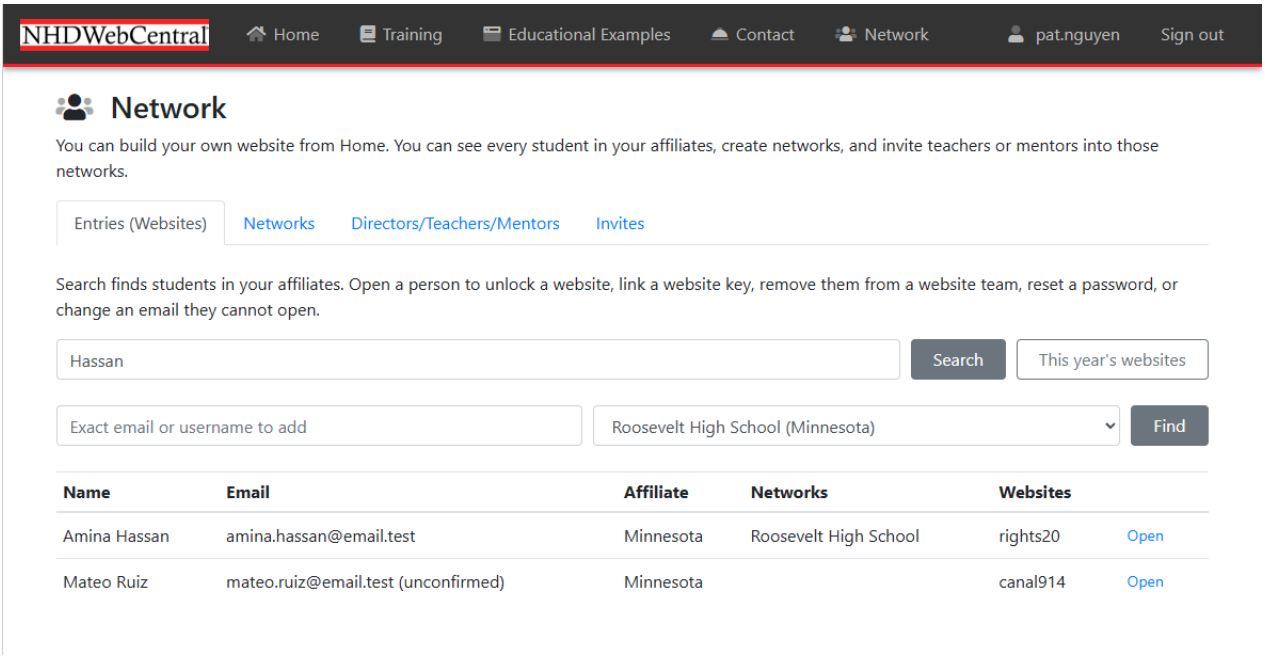
Invitees will receive an email with the subject line “NHD Web Central teacher/mentor invite.” **The invite is valid for 7 days. Each link in the email is valid for 2 hours.** Opening an expired link sends a new link to the same address.

The **Invites** tab lists the people you invited, with **Resend** and **Revoke** options while the invite is still open. You can see the invites you sent. If the email cannot be sent, the invite is still saved, and you can resend.

The **Directors/Teachers/Mentors** tab lists people who already have access. The “Scope” is the affiliate for a director and the network names for a teacher or coordinator. “Deactivate” removes access for a teacher or coordinator you invited. “Restore” reinstates that access. You cannot turn off your own access from this list.

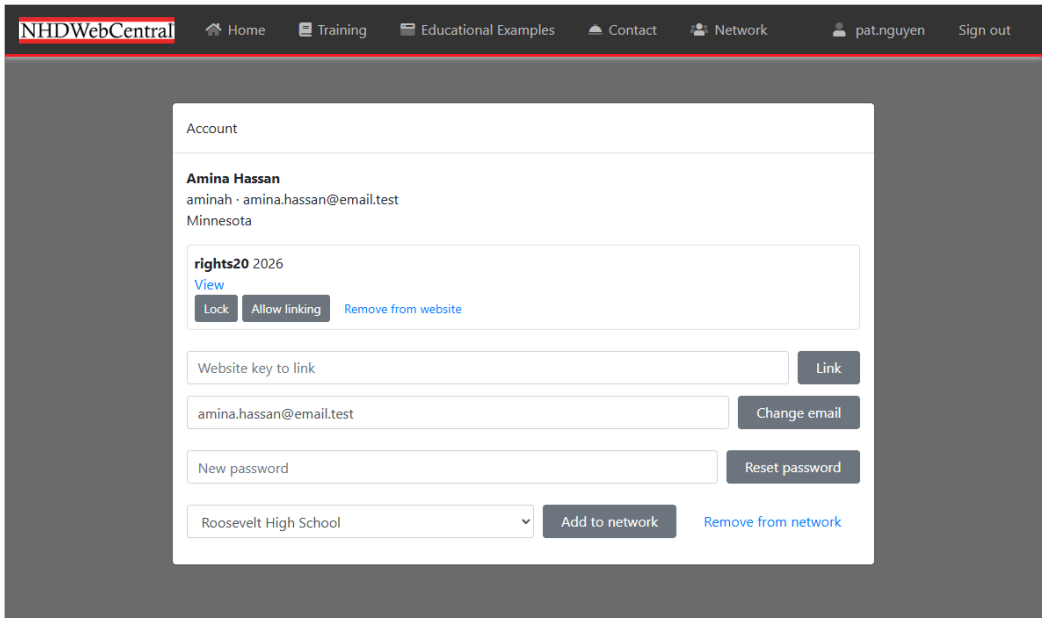
How to find a student's website:

1. Sign in and choose Network.
2. Click Entries (Websites).
3. Type a name, email, username, or website key, then click Search. Use at least two characters.
4. Choose “This year's” websites to list websites for the current season. The list stops at 1,000 students.
5. The row shows the affiliate, any networks those students are in, and the website key. (**Unconfirmed**) means the email is not confirmed yet.



Opening the student account for edits:

1. Click “Open” on the student's row.
2. Click “View” to open the website. The contest season is shown next to the website site key.
3. To lock websites, click “Lock.” When the website is locked, the same button reads "Unlock".
4. To attach a website to a network by its site key, you can choose “Allow linking,” type the key, and choose “Link.” **Linking stays open for six hours.**
5. “Remove from website” is shown when the website has more than one owner. The last owner stays on the website.
6. “Change email” sends a confirmation email to the new address.
7. To reset the password, it needs at least five characters. You will need to give the student the new password yourself, as the system does not send an email.

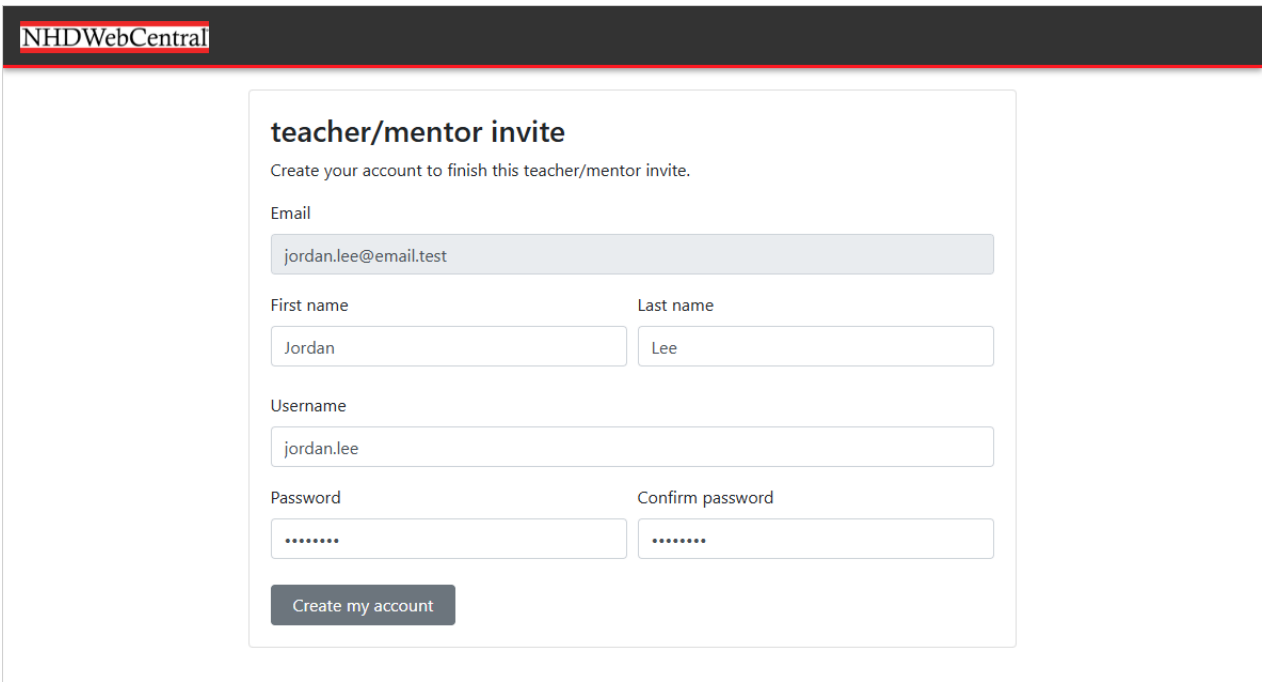


Teachers and Coordinators

A teacher or coordinator sees students from the assigned school, district, or region. The “Network” menu is present. The “Create network” button is not visible, and neither are the Directors/Teachers/Mentors and Invites tabs.

Accept the invite

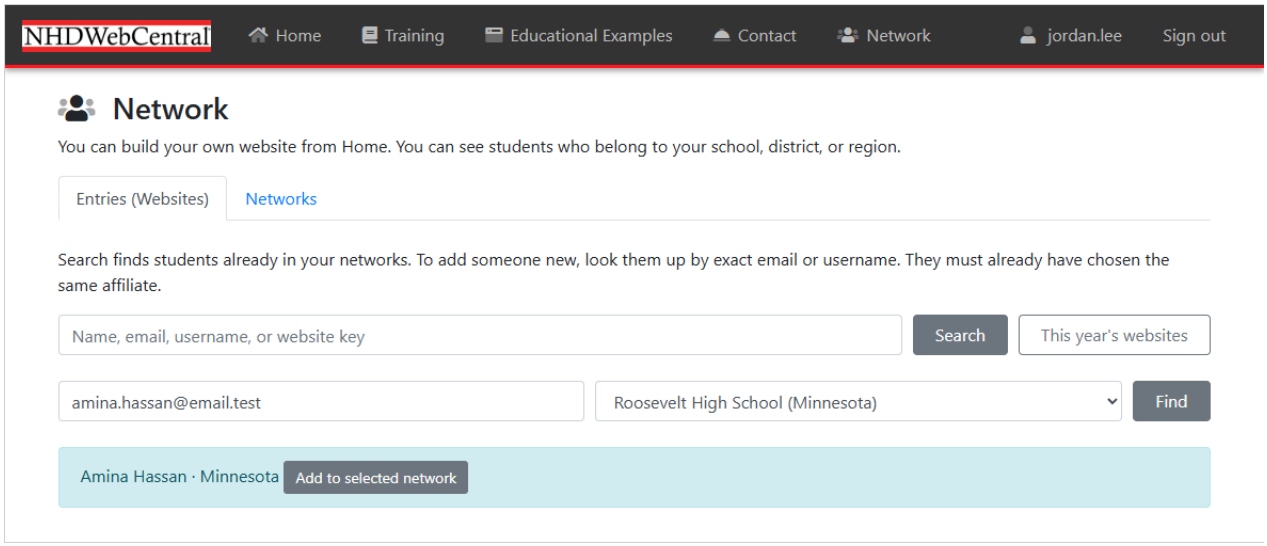
1. Open the confirmation email. Be sure to check your spam junk mail if it is missing.
2. Click “Open your invite.” **The link is valid for 2 hours.** If it has expired, the page sends a new link.
3. New accounts enter a username of at least 4 characters and a password of at least 5 characters. Click “Create my account.”
4. If the email already has an account, the page will let you know. You can then choose “Add this access to my account.” No new username is required.
5. Sign in. Choose Network.



Your account does not ask you to pick a student affiliate. Access comes from the networks you were invited to.

How to find a student's website:

1. Sign in and choose Network.
2. Click Entries (Websites).
3. Type a name, email, username, or website key, then click Search. Use at least two characters.
4. Choose “This year's” websites to list websites for the current season. The list stops at 1,000 students.
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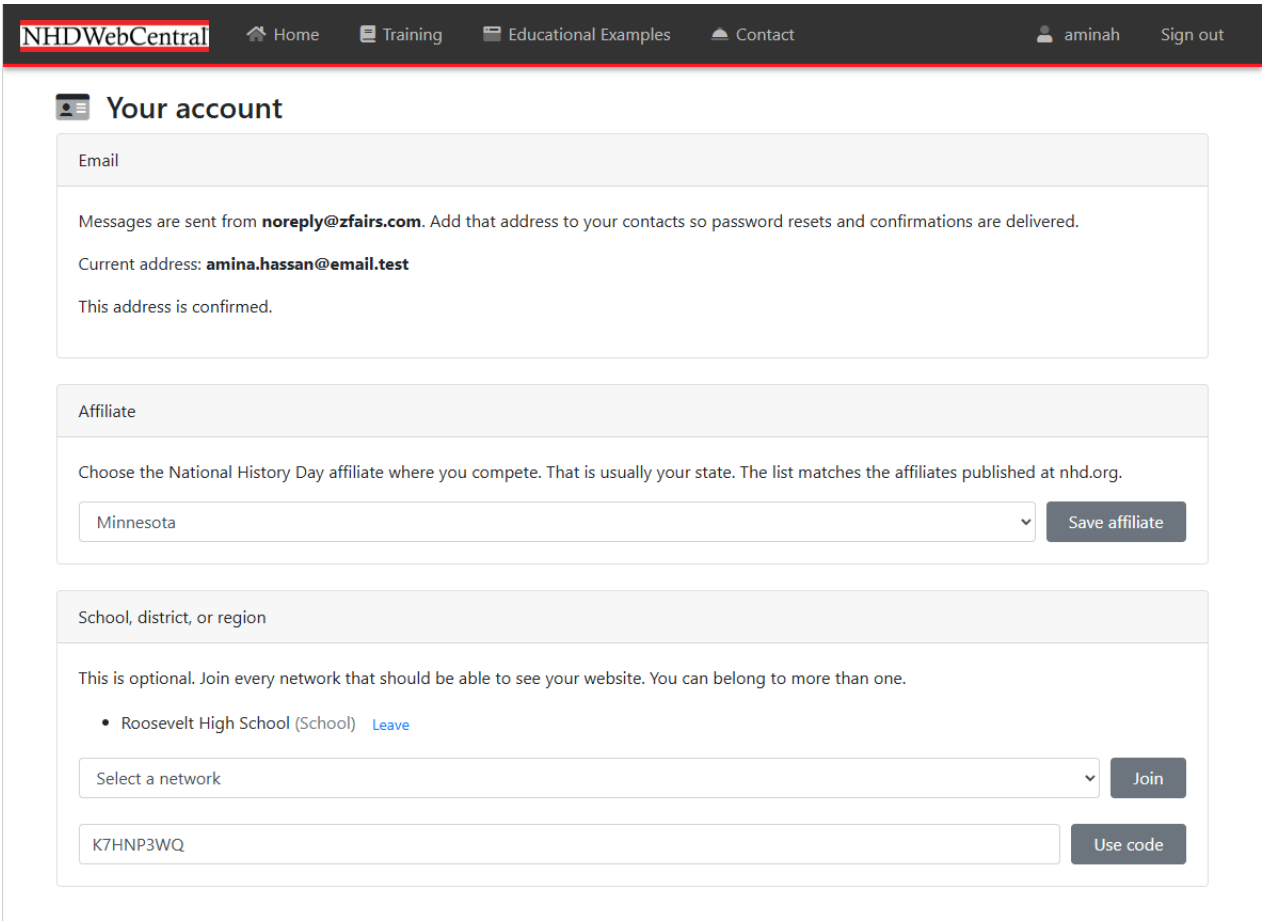
The Networks tab shows your networks and their join codes. Share a code with students or add them yourself. You cannot create or archive a network.

Students

A teacher can see a website after the student joins that teacher's network. Joining is optional, and a student can belong to more than one network.

To see your networks:

1. Sign in.
2. Confirm your email, affiliate, or school network.
3. Under Affiliate, choose the National History Day affiliate where you compete. That is usually your state. Click “Save affiliate.”
4. Under “School, district, or region,” pick a network and click “Join.” You can also type the join code your teacher gave you and choose “Use code.”
5. Click the “Leave” option to leave a network.



The network must belong to the affiliate you chose. A code from a different affiliate will not let you join that network.

If you later choose a different affiliate, you will leave every network associated with the previous affiliate. If your affiliate has not yet published a network list, the website will let you know. A join code from your teacher still works.

Troubleshooting

If a problem arises during this process, here are some potential error messages and what to do next.

Error Message	What to do
That account is outside the affiliates you manage, or they have not chosen an affiliate yet.	Ask the student to choose the affiliate on their account, then look them up again.
No account uses that email or username.	The student needs an account before you can add them. Search can use a partial name. Find needs the exact email or username.
That network belongs to a different affiliate.	The student's affiliate and the network's affiliate must be the same.
No account uses that email. Send an invite instead.	Promote is for an email that already has an account. Use “Send invite” for a new teacher or coordinator.
An invite for that email is already waiting.	Open “Invites” and click “Resend or Revoke.”
Invite saved, but the email could not be sent. Use Resend.	Open “Invites” and choose “Resend.” Ask them to check their spam folder.
This link expired. A new invite link has been sent to your email.	Open the newest message. Each link lasts 2 hours. The invite itself lasts 7 days.
Showing the first 1000 of ...	The websites on view are capped at 1,000 students. Search for a name, email, or website key.