

Dear License Coordinator:

Thank you for administering your licenses with Learning A-Z. The process is very simple! Use the instructions below as a guide, and remember, our Customer Support Team is happy to assist 866-889-3729. Representatives are available M-F 6a-4p MST (Arizona).

Step 1: *Log in to www.Learning A-Z.com with the Username and Password* provided in your Welcome email.

Step 2: *Click My Account* in the upper right hand corner under your name if you log in from a Learning A-Z product website.

Step 3: *Account Information can be found on one of four tabs: PRODUCTS USERS PROFILE ORDERS*
Products – Identifies the products you purchased, the quantity, and the expiration date.
Users – Add/remove or edit teachers' names and email addresses.
Profile – Keep your contact information up-to-date and manage your login information.
Orders – Receipts, **Invoices** and order History. (Invoices are available within 2-3 business days)

Step 4: *Select the USERS Tab to register teachers*

1. Enter the complete name, email address, and school name for each teacher
 - Or, if the teacher already has a Learning account for another product, check the Existing User checkbox and enter their username in the Username field
2. Check the appropriate websites the teacher should have access to
3. Click Add User

A welcome email will be sent to each individual containing the unique set of user information and instructions for registering teachers.

To **register a sub-coordinator** to assist with the process of registering teachers, instead of checking the appropriate website checkboxes, click the Make User a Sub-Coordinator checkbox and enter the appropriate number of teachers in each product license box that you would like the sub-coordinator to be responsible for.

Step 5: *Keep the Users List Up-to-Date*

To **update the contact information** for one of your registered users, click the Edit icon next the teacher's name, make the necessary changes and click Save.

To **resend the password** to a registered teacher, click the Resend Password link below the teacher's username. To resend the password to all registered teachers, scroll to the bottom and click Resend All Passwords.

To **replace a teacher**, click the Delete icon next to the appropriate teacher's name and add the new teacher following the steps above.

DONE! *It's that simple.*

Answers to frequently asked questions can be found at: <http://help.learninga-z.com/>

When it is time to license more teachers or renew your Learning A-Z licenses, please contact me for a quote.