

Getting Started Guide for License Coordinators

As you navigate through the available features of the *My Account* page, watch for the *Need Help* button to access a step-by-step walkthrough of any of the processes related to managing Learning A-Z licenses.

Welcome to Learning A-Z

Once your account is activated, you will be sent a *Learning A-Z Account Activated* email from support@learninga-z.com. To access your account, either click the *My Account* link in the email or visit www.learninga-z.com and use your new login credentials provided in the email.

QUICK TIP: Be careful about writing your username and password down where others can see them. Your login credentials are unique for you and should not be shared.

Product Overview

Confirm the products you purchased on the *Product Licenses* tab. Each active product will display your current expiration date, the total number of licenses purchased, and the number of activated, or registered, licenses.

QUICK TIP: A license coordinator is automatically assigned a product license. If you don't need access to the resources, select the *Edit icon* next to your name and de-select the product checkboxes. Once you save the changes, the license will be available to assign to another teacher.

Manage Users

As a license coordinator, you will utilize the *Manage Users* tab of the *My Account* page often. This is where you will register teachers to a license, view your list of active teachers, and edit their accounts.

QUICK TIP: A teacher must be licensed to ELL Edition to access the ELL resources.

Register New Teachers

1. Click *Add Teachers* from the *Manage Users* tab.
2. Enter the teacher's name, email address, and school name.
3. Check the appropriate product checkboxes.
4. Select *Add User*.
5. Repeat as necessary until all teachers are registered.

QUICK TIP: If you don't see all of your Reading A-Z or Raz-Kids licenses, click the *expand link* under Raz-Plus.

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Register a Teacher With an Existing Learning A-Z Account

1. Click *Add Teachers* from the *Manage Users* tab.
2. Select *Find Existing Teacher*.
3. Enter the *Existing Username*.
4. Click *Find User*.
5. Check the appropriate product checkboxes.
6. Select *Add User*.

QUICK TIP: Choose *Find Existing Coordinator* and enter the existing username to register an existing Learning A-Z user as a sub-coordinator.

Register a Sub-Coordinator

1. Click *Add Coordinators* from the *Manage Users* tab.
2. Enter the sub-coordinator's name, email address, and school name.
3. Check the appropriate product checkboxes if the sub-coordinator will also be a licensed user of the products.
4. For each product enter the number of licenses the sub-coordinator should be responsible for.
5. Select *Add User*.
6. Repeat as necessary until all sub-coordinators are registered.

QUICK TIP: Use the *Search field* to narrow your list to a particular user or school.

Edit Registered Users

1. Click *View Teachers* from the *Manage Users* tab.
2. To edit a registered teacher, choose *Active Teachers* from the *Show* menu. Otherwise, choose *Active Coordinators* or *Active Teachers and Coordinators*.
3. Click the *Edit icon* to the left of the user.
4. Adjust the user's name, school, or products as necessary.
5. If the user is a sub-coordinator, adjust the number of licenses they are responsible for, for each product. Or, click *Make this user a subcoordinator* to convert the account to a sub-coordinator.
6. Click *Save Changes*.

QUICK TIP: If the user's name, email, and school are not editable, ask the user to edit them directly on their *Edit Profile* page.

Delete Registered Users

1. Click *View Teachers* from the *Manage Users* tab.
2. Choose either *Active Teachers*, *Active Coordinators*, or *Active Teachers and Coordinators* from the *Show* menu as appropriate.
3. Click the *Delete icon* to the left of user.

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