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.

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.

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.

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: 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.

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.

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

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

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.

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 sub-coordinator 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.