

Getting Started Guide for Sub-Coordinator

As a sub-coordinator, you have been given responsibility for a certain number of Learning A-Z licenses as part of a larger purchase that a main license coordinator manages.

Look for the *Need Help* button to access step-by-step walkthroughs of any of the processes related to managing Learning A-Z licenses.

Welcome to Learning A-Z

When your license coordinator activates your account and gives you responsibility for a certain number of licenses, 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

Find out which products and how many licenses your license coordinator has given you access to from the *Product Licenses* tab. Each active product will display the current expiration date, the total number of licenses assigned to you, and the number of activated licenses.

Manage Users

As a sub-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 sub-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.

Register New Teachers

1. Select *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. Click *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.

Revised 122019

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

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.
3. Click the *Edit icon* to the left of the user.
4. Adjust the user's name, school, or products as necessary.
5. Click *Save Changes*.

QUICK TIP: Use the *Search field* to narrow your list to a particular user or school. Or sort the list by clicking on one of the header options. Clicking the header option a second time will reverse the order.

Delete Registered Users

1. Click *View Teachers* from the *Manage Users* tab.
2. To delete a registered teacher, choose *Active Teachers* from the *Show* menu.
3. Click the *Delete icon* to the left of user.

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.

Restore Deleted Users

1. Click *View Teachers* from the *Manage Users* tab.
2. Choose *Removed Teachers and Coordinators* from the *Show* menu.
3. Click the *Restore icon* to the left of user.
4. Adjust the user's name, email address, school or grade if necessary.
5. Check the appropriate product checkboxes.
6. Click *Save Changes*.