

**NO ADMINISTRATIVE SUPPORT** – Teachers who need an account self-register. Teachers manage student user accounts, create their own classes, and manage rosters on each learning platform. Classes are shared across Pearson Realize, Pearson SuccessNet, and Dash.

#### **Teacher Tasks**

- Teachers who need an account self-register on any learning platform (Instructions on the right.)
- Teachers create and enroll students into classes.
- Teachers manually create student accounts for those who need an account. (See Best Practices)
- Teachers can create classes once and then access the classes on other platforms as of June 29, 2015.

### **Best Practices for NO Administrative Support**

- Teachers should create an enrollment plan to reduce chances of creating duplicate student accounts.
- Teachers should always check the school roster before creating a new student account.

\*\* SuccessNet Plus is not part of EasyBridge Basic rostering service for 2015. Classes must be manually rostered on SuccessNet Plus.

#### Student Tasks

 Students can sign in to a platform after they are enrolled in a class on a learning platform.

#### Steps to get started:

Follow the instructions in the **Teacher Self-Registration** section of this guide.

- Pearson Realize
- Pearson SuccessNet
- SuccessNet Plus

You only need to register once. Use your account on the other learning platforms.

Alternatively, follow the below steps to locate these guides and others on myPearson Training. Topics include how to create classes, enroll students into classes, and more. Administrator tutorials and guides for EasyBridge Basic are also available.

- 1. Go to myPearsonTraining.com.
- 2. Type the name of the learning platform in the *Find Product Training* area.
- 3. For SuccessNet, click **Current Version**.
- 4. Go to the *Guides & Resources* tab.



### **Teacher Self-Registration**

To begin self-registration, select the School Code option below that applies to you. A School Code identifies the specific school a teacher becomes associated with during the registration process. School codes may be the same for all schools in a district or school codes may be different for one or more schools.

This association makes all curricula purchased by the school or district available to the teacher.



#### **Enter School Code**

Enter your School Code and then enter your school's zip code in the School field.

From the school names that appear, select your school. Be sure to look at the address line to make sure you select the correct school.

**Note:** If you have trouble finding your school name, click the Advanced School Search link.

Click Next.





### **Request School Code**

To request a School Code, enter your e-mail address and then enter your school's zip code in the School field. From the school names that appear, select your school. Be sure to look at the address line to make sure you select the correct school. Next, click **Request.** 

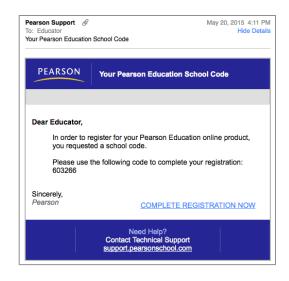
If you have difficulty finding your school, click **Advanced School Search**, enter additional search criteria—such as your city, state, and zip code—and then click **Search**.
Select your school from the Results list and click **Request**.



If you do not see your school in the list, click **Don't see your school?**, then click the contact Technical Support link and complete the form. Wait to register until your School Code is available. You should only register into the school where you have a teaching assignment.

#### **School Code**

You will receive your School Code in an e-mail. Click the **COMPLETE REGISTRATION NOW** link to finish your registration. All teachers in your school will use the same School Code, so you can provide this code to other teachers who belong to your school.





### **Complete Teacher Self-Registration**

To complete your registration, enter your name and e-mail address. Important information regarding system updates will be sent to this e-mail, so it is recommended that you use your school e-mail address. Click **Next.** 

Enter a username and password. By default, your e-mail address will appear in the username field. It is a recommended best practice to use your e-mail address for your username.

Passwords must be at least eight alphanumeric characters long and contain at least one number or special character. They also cannot be similar to your first name, last name, or username.

Retype your password in the Confirm Password field. Write down your username and password and save it in a safe place for future reference.

Click Next.





#### **Review Account Information**

Review the information for your account. Click **Previous** if you need to edit your information. Click **Finish** if the information is correct. You are now ready to log in to your Pearson Learning Platform.