

# Self-Registration Teacher's Guide

**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](http://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.

# Self-Registration Teacher's Guide

## 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.

The screenshot shows the 'Create an Account' page with a progress bar at the top: School Code → Personal Information → Account Information → Review. A 'Log In' button is in the top right. Below the progress bar, it says: 'After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)' The main section is titled 'Do You Have a School Code?' and contains the text 'You need a school code to register.' There are two buttons: 'Request a School Code' with the text 'if you do not have one.' and 'Enter Your School Code' with the text 'if you already have one.' A red asterisk and the word 'Required' are at the bottom right.

## 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**.

The screenshot shows the 'Create an Account' page with the same progress bar and 'Log In' button. Below the progress bar, it says: 'After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)' The main section is titled 'Enter Your School Code'. It has two input fields: 'School Code' with a red asterisk and 'School' with a red asterisk. Below the 'School' field is the text 'Enter your school name or ZIP code'. There are two links: 'Advanced School Search' and 'Don't see your school?'. At the bottom, there are 'Back' and 'Next' buttons with arrows. A red asterisk and the word 'Required' are at the bottom right.

# Self-Registration Teacher's Guide

## 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.

The screenshot shows the 'Create an Account' page with a progress bar at the top: School Code → Personal Information → Account Information → Review. The 'Request a School Code' section is highlighted in yellow. It contains the following text: 'Provide your email address and school name. We will verify your account and send the code to your email address.' Below this are two input fields: 'Email Address\*' and 'School\*'. The 'School\*' field has a placeholder text 'Enter your school name or ZIP code' and links for 'Advanced School Search' and 'Don't see your school?'. At the bottom, there is a note: 'School code requests are only for teachers. All requests for access are subject to review and approval by administration.' and two buttons: 'Previous' and 'Request'.

## 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.

The screenshot shows an email from 'Pearson Support' dated 'May 20, 2015 4:11 PM'. The subject is 'Your Pearson Education School Code'. The email body contains the following text: 'Dear Educator, In order to register for your Pearson Education online product, you requested a school code. Please use the following code to complete your registration: 603266'. It is signed 'Sincerely, Pearson' and includes a link 'COMPLETE REGISTRATION NOW'. At the bottom, there is a footer with 'Need Help? Contact Technical Support support.pearsonschool.com'.

# Self-Registration Teacher's Guide

## 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**.

The screenshot shows the 'Create an Account' form with the 'Personal Information' step selected. The form includes fields for First Name (Mary Ann), Middle Name (D), Last Name (Lasure), and Email Address (mdlasure@me.com). A 'Back' button is on the left and a 'Next' button is on the right. A 'Log In' link is in the top right corner. A note at the top states: 'After creating your account, you can access your online course. Log in to your online account if you already have one.'

The screenshot shows the 'Create an Account' form with the 'Account Information' step selected. The form includes fields for Username (mdlasure@me.com), Password (masked with dots), and Confirm Password (masked with dots). A 'Back' button is on the left and a 'Next' button is on the right. A 'Log In' link is in the top right corner. A note at the top states: 'After creating your account, you can access your online course. Log in to your online account if you already have one.'

## 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.