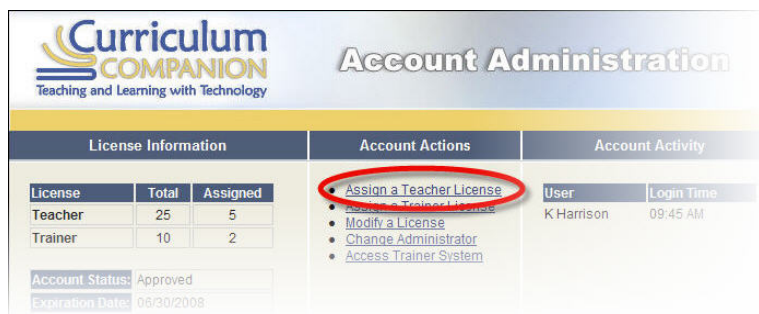


## Creating Accounts on Curriculum Companion

- 1) Log in using your User ID (email address) and password. Click Login.



- 2) Click on “Assign a Teacher License”



- 3) Complete the information. User ID's are always WORK email addresses (avoid using home email addresses if possible). Use a generic password.





- 4) Be sure to click on the “Send Email” option. This will send an email to the address that gives the web address for Curriculum Companion ([www.curriculumcompanion.org](http://www.curriculumcompanion.org)), the User ID, and the password. This option is ONLY available when you sign up new accounts.

**Curriculum COMPANION**  
Teaching and Learning with Technology

## Account Administration

**Account Information**

Complete the following information to open a Teacher License for a new member.

First Name	Last Name	Title	Email	Password	Level	Send Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pre K	<input checked="" type="checkbox"/>

- 5) To change a license, click on “Modify a License”, select the individual’s account that you would like to make changes to, make the changes, and click the Submit button.

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## Account Administration

License Information	Account Actions	Account Activity													
<table border="1"> <thead> <tr> <th>License</th> <th>Total</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>25</td> <td>5</td> </tr> <tr> <td>Trainer</td> <td>10</td> <td>2</td> </tr> </tbody> </table> <p>Account Status: Approved Expiration Date: 06/30/2008</p>	License	Total	Assigned	Teacher	25	5	Trainer	10	2	<ul style="list-style-type: none"> <li>Assign a Teacher License</li> <li>Assign a Trainer License</li> <li><b>Modify a License</b></li> <li>Change Administrator</li> <li>Access Trainer System</li> </ul>	<table border="1"> <thead> <tr> <th>User</th> <th>Login Time</th> </tr> </thead> <tbody> <tr> <td>K Harrison</td> <td>09:45 AM</td> </tr> </tbody> </table>	User	Login Time	K Harrison	09:45 AM
License	Total	Assigned													
Teacher	25	5													
Trainer	10	2													
User	Login Time														
K Harrison	09:45 AM														

- 6) To add an Administrator to the account, click on “Change Administrator” and select or de-select an Administrator by checking or unchecking the box next to their name. Click the Submit button when finished.

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## Account Administration

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License	Total	Assigned													
Teacher	25	5													
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7) To go to the website, click on “Access Trainer System”

**Curriculum COMPANION**  
Teaching and Learning with Technology

## Account Administration

License Information			Account Actions	Account Activity	
License	Total	Assigned	<ul style="list-style-type: none"><li>• <a href="#">Assign a Teacher License</a></li><li>• <a href="#">Assign a Trainer License</a></li><li>• <a href="#">Modify a License</a></li><li>• <a href="#">Change Account Role</a></li><li>• <a href="#">Access Trainer System</a></li></ul>	User	Login Time
Teacher	25	5		K Harrison	09:45 AM
Trainer	10	2			
Account Status:	Approved				
Expiration Date:	06/30/2008				

8) Once inside the site, to return to the Account Administration, click on the “For District Trainers” link at the top of the screen. Scroll to the bottom of the page and click on Site Administration.