Renew Your Subscription to Puberty: The Wonder Years



Thank you for choosing *Puberty: The Wonder Years*! We're excited that you've decided to renew your curriculum subscription. Please select your role and read the matching instructions to renew your curriculum:

- Teacher: You purchased one subscription for one teacher. (below)
- Administrator: You purchased multiple subscriptions and registered multiple teachers (see page 3)

Contact us at orders@pubertycurriculum.com if you have any questions or challenges.

Teacher Instructions

<u>Step 1:</u> Login to your account at <u>https://pubertycurriculum.com/</u>. Click on "Teacher Login" and enter your username (school email address) and password.



Step 2: Once logged in, click on "Subscriptions" near the top of the page.



<u>Step 3:</u> When the new page opens, scroll down below the list under "Your Curricula." Under the heading "Administrators," Click on "Subscription Details."

Puberty: The Wonder Years – Grade 4	۰
Log out	Login
Administrators	
Subscription details includes invoices, payments, and	expiration dates for administrators. Note, this will open in a new window.
If you are managing an organization and have purcha below. If you have purchased a single copy, you will n	sed a group curriculum subscription or preview, you will need to add / edit your own members. Please read the "School Administrator Guide" ot have the ability to add teachers.
	is then select the "Subscription" tab once there. On the right side, next to your subscription listed, you will see a "sub accounts" link. Select this to do not see the Sub Accounts link, you either do not have an organizational membership or its not active. If you need help, <u>please message us</u> or
School Administrator Guide for Puberty: The Wonder Years Dow	nload

<u>Step 4:</u> When the next page opens, find your curriculum. Click on "Renew" to the right of the curriculum name.

		Q +1+84	44-782-3789 TEACHER LOGIN	PARENT LOGIN BUS	SINESS LOGIN SHOPPI
Puberty: John Years		CURRICULUM	✓ RESOURCES ✓ BLOG	OUR STORY ~ CONTAC	T ENGLISH ~ (
Account					
Home Subscriptions Payments Logout	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.	
	SUBSCRIPTION None Free for 10 Days Explres: November 14, 2022	ACTIVE	CREATED November 4, 2022	CARD EXP.	Subscribe
MEMBERSHIP Free Lesson 5th Grade - Michigan	None Free for 10 Days			CARD EXP.	Subscribe

Step 5: When the next page opens, scroll down to click the button that says "Subscribe Now."



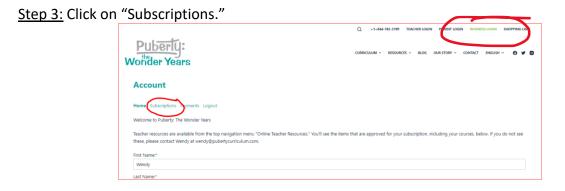
<u>Step 6:</u> When the next page opens, enter your information to make your purchase and click on the button labeled "Submit." Your new curriculum subscription will be added to the end of your current subscription once it ends.

Administrator Instructions

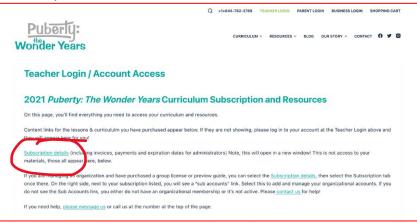
As the school account administrator, you will renew your curriculum subscriptions with its subaccounts.

Step 1: Follow the Teacher Instructions for Steps 1 through 6. (on pages 1 & 2)

<u>Step 2:</u> Once your purchase is complete, you can go to "Teacher Login" again and check the subaccounts to make sure the appropriate teachers are registered for their curriculum.



Step 4: Click on "Subscription details."



<u>Step 5:</u> Find the name of your curriculum. Click on "Sub Accounts" next to your subscription.

Puberly:					
Vonder Years		CURRICULI	JM ~ RESOURCES ~ I	BLOG OUR STORY	✓ CONTACT O
vonder Tears					
Account					
Account					
Home Subscriptions Payments Logout					
Home Subscriptions Payments Logout	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.	
MEMBERSHIP	None			CARD EXP.	Renew
		ACTIVE	CREATED December 17, 2021	CARD EXP.	Renew Sub Accounts
MEMBERSHIP 5th Grade Curriculum - Digital Subscription - 42 Seats	None \$6,837 for 1 Year			CARD EXP.	

Notes:

- Your subscriptions listed here will be what your school purchased: 1) your admin subscription created when you made the purchase and 2) the additional sub account subscriptions for the teachers.
- If you keep the same subscription length (1-year, 3-year, or 5-year) when you renew your curriculum subscription, the teacher subaccounts will automatically be renewed as they were before.
- If you change the subscription length (1-year, 3-year, or 5-year) when you renew your curriculum subscription, you will need to re-register the teachers as sub accounts. Instructions are below.

How to Add Teacher Sub Accounts

Once you're in the subscription area, you can add teachers as sub accounts to your corporate account one of three ways:

- Option 1: Add them one by one using "Add Sub Account"
- Option 2: Add them by sending them a link to add themselves
- Option 3: Upload a CSV file

Option 1:

Add teachers as sub accounts of your corporate account one by one using "Add Sub Account."

Corporate account for Ann Siegle
1 of 10 Sub Accounts Used
You successfully added a sub account Add Sub Account
Add Sub Account
Existing Username
Siegleannt
- OR - Email
annteresa@yahoo.com
First Name
Ann
Last Name
Teresa
Send NEW members the welcome email
Submit

If the teacher member is already a subscriber (if you or your district owned a previous version of the *Puberty: The Wonder Years* curriculum or had a subscription to another product) you can search for their username (username is their school email address) or just type it in.

Add Sub Account
Existing Username
Begin Typing Name
- OR -
Email
First Name
Last Name
Send NEW members the welcome email
Submit

Option 2:

If you would rather have teachers do this themselves, copy and paste the "subscribe using this link" link to an email to your teachers and instruct them how to add themselves. The teacher username must be their school email address.

Signup URL	
People signing up with this link will be automatically added to your account	
https://pubertycurriculum.com/register/preview-the-curriculum-30-day-preview/?ca=6caa5487fcc150d6922f650950871125	

Option 3:

If you would rather upload a list, you can upload a CSV file. The teacher username must be their school email address.

Import Sub Accounts via CSV	
(Maximum 200 Sub Accounts per CSV file)	
 Send NEW members a password reset link (does not email existing members) Send NEW members the welcome email if they haven't received it already for the membership. 	
Browse No file selected. Upload CSV	

Staff Changes: Removing or Changing Teacher Sub Accounts

Once you've added teacher sub accounts, you can remove them by selecting "Remove." You may add a replacement teacher as a sub account in their place.

EMAIL	FIRST NAME	LAST NAME	
asiegle@paradise-graphic.com	Ann	Siegle	Remove
	EMAIL asiegle@paradise-graphic.com	EMAIL FIRST NAME asiegle@paradise-graphic.com Ann	EMAIL FIRST NAME LAST NAME asiegle@paradise-graphic.com Ann Siegle

Teacher Login

Once your teachers are added as sub accounts of your account, they can log in to access their curriculum and resources:

- 1. Go to https://pubertycurriculum.com/
- 2. Click on "Teacher Login" and enter their username (their school email address) and password.
- 3. Scroll down the Teacher Login / Account Access page. The links on that page will take them to their curriculum subscription(s) in our learning management system.

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