

School Administrator Guide – Enrolling Teachers

Welcome to *Puberty: The Wonder Years*! Thank you for implementing the 2021-22 digital edition of the curriculum in your school. As the school account administrator, you will register your teachers to access their curriculum. This guide will show you how.

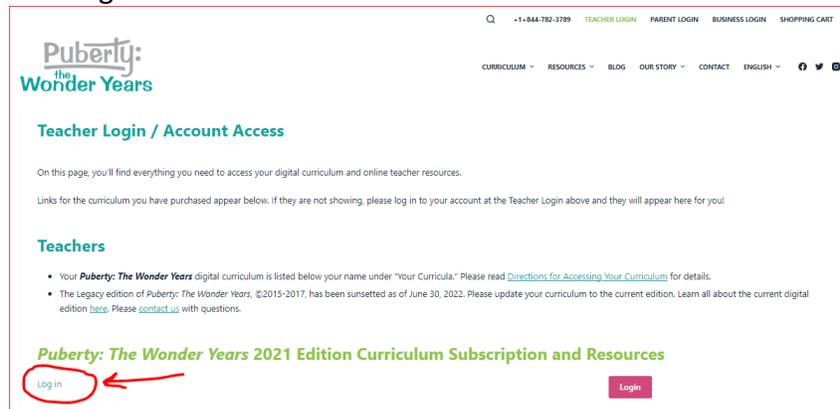
We're here to support you. Please reach out to us at orders@pubertycurriculum.com if you have any questions or challenges.

Step 1: School Account Administrator Login

1. Go to <https://pubertycurriculum.com/> .
2. Click on “Teacher Login” at the top of the website.



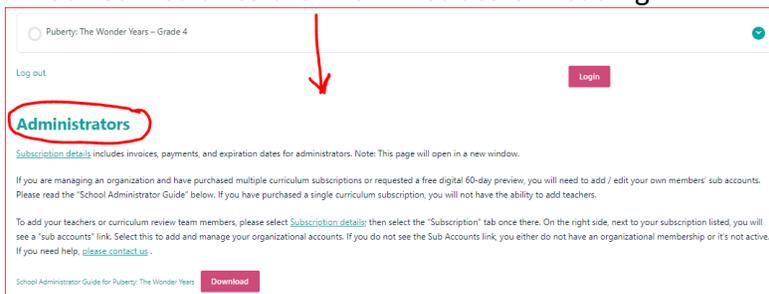
3. Click on the words “Log in.”



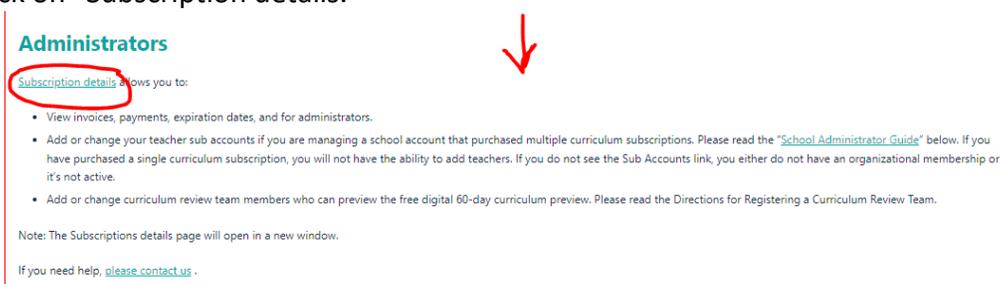
4. Log in. Your username must be your school email address.
5. Your password was emailed to you when you placed your order. If you don't remember it, please use the “Forgot Password” feature.

Step 2: Administrators Subscription Details

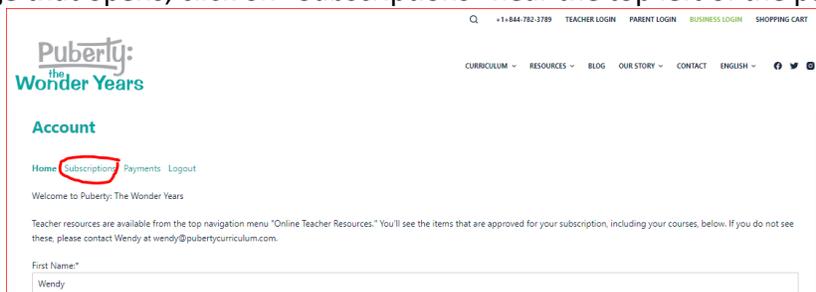
1. Once you are logged in, you will see your name and a list of “Your Curricula.”
2. Scroll down below “Your Curricula” to the “Administrators” heading.



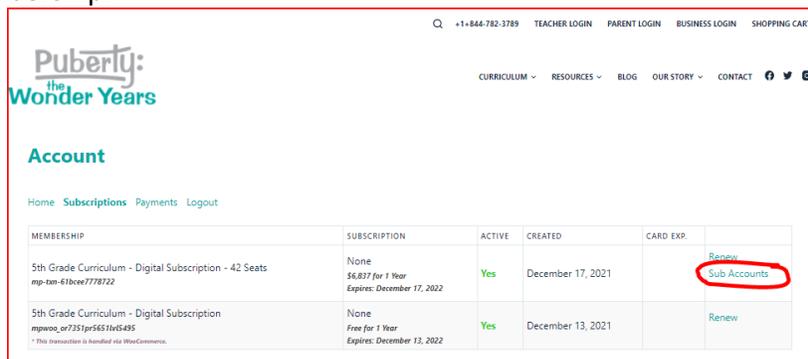
3. Then, click on “Subscription details.”



4. On the new page that opens, click on “Subscriptions” near the top left of the page.

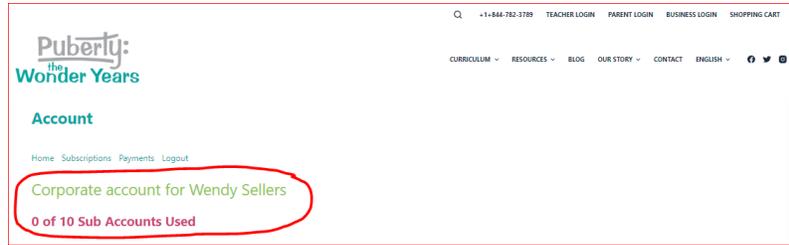


5. On the next page that opens, you will see a list of your curriculum subscriptions. If your school purchased multiple curriculum subscriptions. You will see the word “Sub Accounts” to the right of the curriculum membership.



6. Click on “Sub Accounts” next to your subscription.

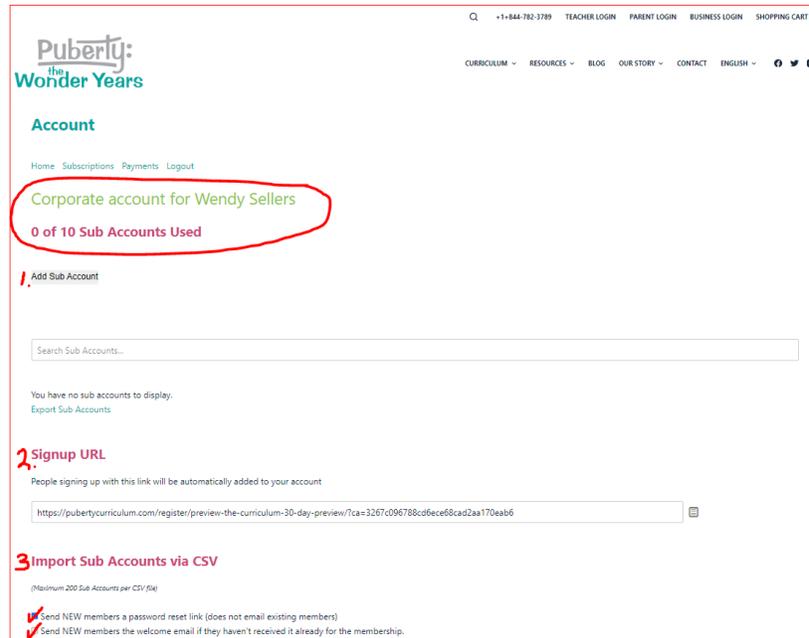
7. A new window will open and show your Corporate Account, including how many sub accounts your school has to fill.



Step 3: Add Teachers

Once you're in the subscription area, you can add teachers as Sub Accounts to your 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: One-by-One

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

1. Click on "Add Sub Account."
2. In the new window, you can type in the teacher's school email address in the "Existing Username" box. **(username must be their school email address)** If they have a pre-existing account, their full email will populate and you can click "Submit" to add them.
3. If the teacher is new, you will need to enter their school email address, first name, and last name to add them. Click "Submit."
4. Check the box to send NEW members the welcome email.

Corporate account for Wendy Sellers

0 of 10 Sub Accounts Used

1. Add Sub Account 

Existing Username

Begin Typing Name

- OR -

Email

First Name

Last Name

Send NEW members the welcome email

Submit

Option 2: Self Addition

If you would rather have teachers add 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



Option 3: Upload CSV file

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.

No file selected.

Step 4: Staff Changes: Removing or Changing Teacher Members

Once you've added teacher members, you can remove them by selecting “Remove.” You may add a replacement teacher as a member in their place.

Page 1 of 1 (1 Sub Accounts)

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

[Export Sub Accounts](#)

Teacher Login: Once your teachers are added as sub accounts of your account, they can log in to access their curriculum and resources using these instructions: [Directions for Accessing Your Curriculum](#)