How to Add Students

1. Click Students.
2. Click Add a Student.
3. Enter student’s first and last name. *Student ID is optional
4. Select Password Type (Image or Text). *Minimum 5 characters for Text password
5. Click +Add a student to continue adding students.
6. Click Done/Print when finished adding all students.
How to Edit or Delete a Student

1. Click on the 3 dots to the right of the student’s name.
2. Click Edit Student to make a change to their name or password.
   *Whenever you edit a student, you are required to change their password.
3. Click Delete Student to remove student from your list.
How to Retrieve Student Letters

1. For access to all student letters click on Student Letter(s).
2. For access to individual student letters, click on the 3 dots (…) to the right of the student's name.