

LOGGING ON

- Step 1:** go to: www.abcmouse.com/manager
- Step 2:** Enter your login credentials – these were provided by the Kid Orange Tech program advisor

ADDING A NEW STUDENT

- Step 1:** Select the YELLOW ICON - Create Student Account
- Step 2:** Select Create Student Account tab
- Step 3:** Enter the Student information as indicated
- Step 4:** Select Class where student belongs
- Step 5:** Enter parent email associated with child – this links the classroom account to the home account – if not available at the time, you may go back and enter at a later date.
- Step 6:** Select ADD – “student account created” will appear in green
- Step 7:** To print the invitation letter for that individual student – go to the TAB at the top of the page “Manage Accounts”
- Step 8:** Select the class where student was enrolled
- Step 9:** Select student and hit print under the column titled Parent Letter

DEACTIVATING A STUDENT

- Step 1:** Select Manage Accounts
- Step 2:** Select a classroom to manage
- Step 3:** Identify the student to be deactivated and click Not Hidden – by saying “yes” the student(s) account will be deactivated from the teacher classroom and home account. We recommend hiding a student only if they are no longer attending your school

PRINTING PARENT INVITATION LETTERS

- Step 1:** Select Manage Accounts tab or icon
- Step 2:** Select the class(s) you wish to print invitation letters for
- Step 3:** Select Print next to each student in that class – you may reprint a letter as many times as needed

MOVING STUDENT(S) FROM ONE CLASS TO ANOTHER

- Step 1:** Select Manage Accounts icon or tab
- Step 2:** Select EDIT next to student you wish to move
- Step 3:** Click the Select Class drop down arrow on left side of screen
- Step 4:** Choose the class where student will be moved
- Step 5:** Click SAVE

The local administrative site allows the designated staff to manage all the classrooms at each program location:

- Adding new students
- Deactivating students
- Moving students between classrooms
- Adding parent emails

A WORD ABOUT PARENT EMAILS

Classroom accounts are linked to the child’s home account via an email address. If you do not have a parent email at the time of creating the student, you can always go back and add it later or a parent will be prompted to enter an email address at the time of redemption.

Once parent emails have been created for a child’s account it cannot be changed. However, if a parent has forgotten his/her password, they may request a new password from the www.abcmouse.com login page (it will say I forgot my password).

