

Edmark Reading Program Online

How to Add Teachers

1. Go to <https://edmarkreadingonline.com>, and sign in to your account. Only the School Admin can add teachers.

2. In the USERS column, click **Add Teacher**.

3. In the box that pops up, enter the teacher's first and last names, enter the teacher's email, assign a password, and click **Save**.

4. Teachers can make assignments and see reports for their own students only.

5. Let teachers know their Sign In and how many seats they may use.

The screenshot shows the Edmark Users management page. At the top, there's the Edmark logo and a summary of users: 3 Students, 2 Teachers, 125 2023-2024 Seats, 122 Available Seats, 11 2024-2025 Seats, and 11 Available Seats. Below this is a navigation bar with buttons for 'Add Student', 'Add Teacher', 'Add License', and 'Student MFA'. A 'Sort by: Name' dropdown is also present. The main table lists users with columns for Role, Name, Tag, and MFA. The 'Add Teacher' button is highlighted in red.

Role	Name	Tag	MFA
Admin	Admin, Adam	(No Tag)	<input type="checkbox"/>
Learner	Learner, Lisa	(No Tag)	<input checked="" type="checkbox"/>
Pupil	Pupil, Patty	(No Tag)	<input type="checkbox"/>
Student	Student, Sammy	(No Tag)	<input checked="" type="checkbox"/>
Teacher	Teacher, Tammy	(No Tag)	<input type="checkbox"/>

The screenshot shows the 'NEW TEACHER' form. It has fields for First Name, Last Name, Email, Password, and Group Tag (Optional). The Password field has a strength indicator and a 'Password must contain' list: 12 to 32 characters, 1 uppercase letter [A-Z], 1 lowercase letter [a-z], 1 digit [0-9], and 1 special character [#?!@\$%^&*~ -]. There are 'CANCEL' and 'SAVE' buttons at the bottom.

NEW TEACHER

First Name

Last Name

Email

Password

Group Tag (Optional)

Password must contain:

- 12 to 32 characters
- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 digit [0-9]
- 1 special character [#?!@\$%^&*~ -]

CANCEL **SAVE**