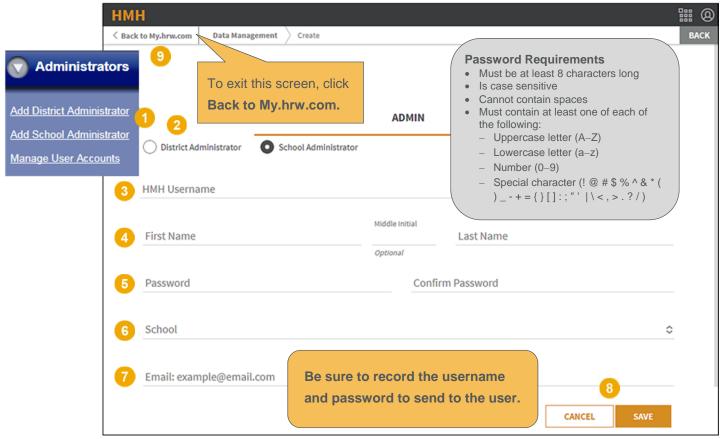# Add an Administrator
District or School Administrator

This guide shows district administrators how to add other district administrators and school administrators, and school administrators how to add other school administrators. Note that your ability to add administrators in *Holt McDougal Online* depends on the setup of your district.

1. Click **Add District Administrator** or **Add School Administrator**. (**Add District Administrator** is only available to district administrators.)

2. (District administrator only) Select **District Administrator** or **School Administrator**. If you select **School Administrator**, the **School** field (6) appears.

3. Type a username. The username must be at least five characters and have no spaces.

4. Type the first and last name and, optionally, middle initial of the user.

5. Type and retype a password. See the password requirements on the screen.

6. (District administrator only) This field only appears if you selected **School Administrator** (2). Place your cursor in the field, and then select a school from the list.

7. Type the user's email.

8. Click **Save** to create this administrator account. Click **Cancel** to clear all fields.

9. Click **Back to myhrw.com** to return to *Holt McDougal Online.*