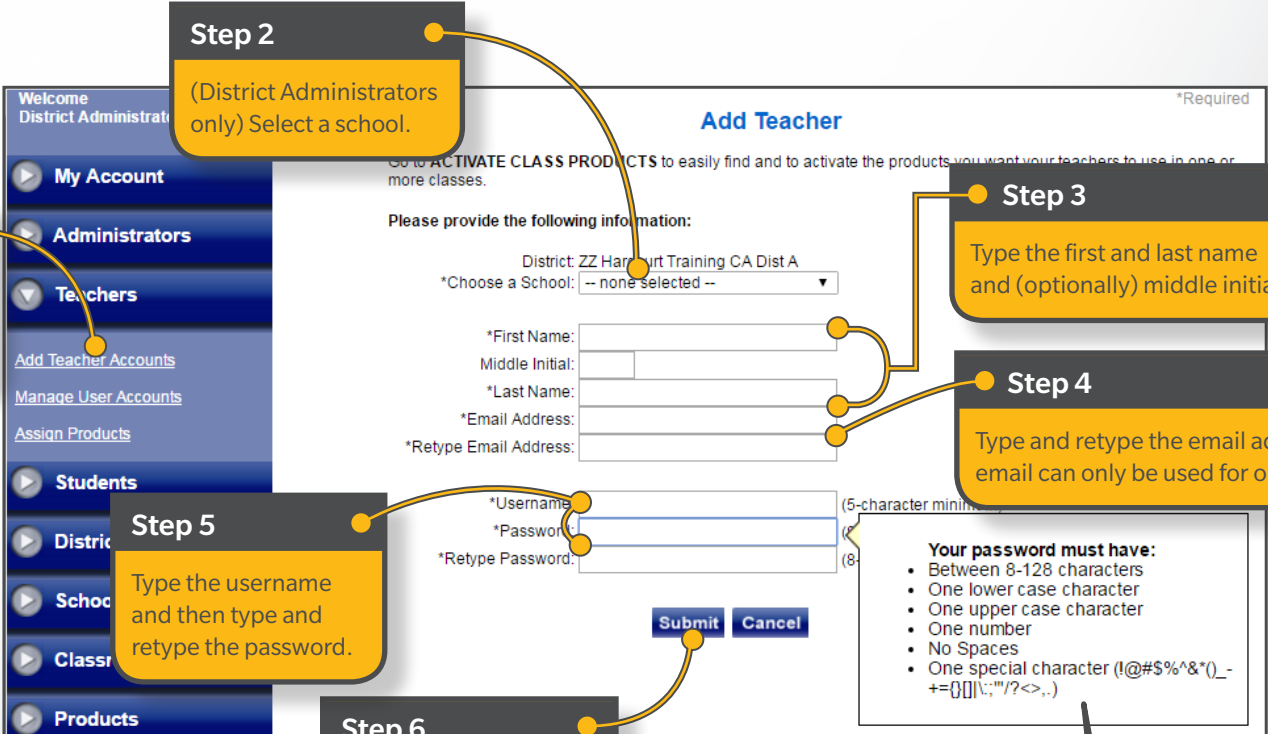


## Add Teacher Accounts



**Step 1**  
Click **Add Teacher Accounts** to open the **Add Teacher** page.

**Step 2**  
(District Administrators only) Select a school.

**Step 3**  
Type the first and last name and (optionally) middle initial.

**Step 4**  
Type and retype the email address. An email can only be used for one username.

**Step 5**  
Type the username and then type and retype the password.

**Step 6**  
Click **Submit** to create the student account or **Cancel** to exit the page.

**Did You Know?**  
When you place your cursor in the **Password** field, this text bubble appears with the password requirements.

**Your password must have:**

- Between 8-128 characters
- One lower case character
- One upper case character
- One number
- No Spaces
- One special character (!@#\$%^&\*()\_-=+{}[]\;:'"/?<>.,)