

Add Teacher

Note:

To add teacher accounts individually using the *ThinkCentral* application, follow the steps in this guide.

To add multiple teacher accounts using *ThinkCentral*'s data import process, see [Import Management online help](#)

Assignments	Reports	User Accounts	School and Classes	My Account
		Administer Find and Manage Add Import Usage Reports	Move Class to Class Grade to Grade	

Step 1

Click **User Accounts**, and then below **Administer** (for school administrators) or **Manage** (for district administrators), click **Add**. The **Add User** page appears.

Add User

Please note that adding district or school administrator accounts must now be completed using the new User Identity Management tools.

User Details

Role

User Type: *
 School: *
 Grade: *

Teacher

Select a School

All P-K K 1 2 3 4 5 6 7 8

Step 2

In the **User Type** list, select **Teacher**.

Step 3

If you are a district administrator, select the teacher's school. (If you are a school administrator, the selection is defaulted to your school.)

Step 4

Select the teacher's **Grade** level(s).

Add Personal Details and Credentials

The screenshot shows a web form for adding teacher accounts, divided into two sections: 'Personal Details' and 'ThinkCentral Credentials'. The form includes fields for Title, First Name, Middle Initial, Last Name, Email Address, and Retype Email Address in the first section, and Username, Password, and Retype Password in the second section. There is an 'Auto Fill' button next to the Password field. At the bottom right are 'Add' and 'Cancel' buttons. Numbered callout boxes provide instructions for each step: Step 5 points to the Title and Name fields; Step 6 points to the Email Address field; Step 7 points to the Username field; Step 8 points to the Password field; and Step 9 points to the 'Add' button. A 'Note' box on the right provides additional information about user names and passwords.

Personal Details

Title: **Step 5**
 First Name:
 Middle Initial:
 Last Name:
 Email Address:
 Retype Email Address: **Step 6**

Step 5
Select a title for the teacher, and then type the teacher's first and last name and, if needed, the middle initial.

Step 6
Type the teacher's **Email Address**, and then retype it.

ThinkCentral Credentials

Username: **Step 7**
 Password: **Auto Fill**
 Retype Password: **Step 8**

Step 7
Type a user name for the teacher, following these rules: minimum 5 characters, no spaces, using valid values.

Step 8
Type a password for the teacher, following these rules: minimum 8 characters, case sensitive, no spaces, using valid values. Then, retype the password.
Or click **Auto Fill** to automatically generate a password.

Note: Globally unique user names are recommended. See the [Tips for Creating User Names](#) topic in online help for more information.
Valid values for the **Username** and **Password** fields include A–Z, a–z, 0–9, and the following supported symbols: !#\$%&'()*+,-./:;<=>?@[]_`{|}~\|;£¤¥¦§¨©ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñòóôõö÷øùúûýþ

Step 9
Click **Add**, and then in the confirmation box, click **Close**.

Add **Cancel**