

Getting Started Checklist for Institution Administrators

Use this checklist to get started with New Readers Press Online Learning.

ACTIVATE YOUR ACCOUNT

- Go to New Readers Press Online Learning at: <https://onlinelearning.newreaderspress.com/>
 - Bookmark this login page for future use.
- Log in with your email and the first-time temporary password provided.
- Change your password:
 - Click on the user icon in the upper-right corner.
 - Click on “My Learning Hub.”
 - Click “Account” and then click “My Account.”
 - Scroll down and change to your preferred password.
 - Click “Save” at the bottom of the page to save your changes.
- Access the [Quick Start Guide for Institution Administrators](#).
- Email support@proliteracy.org to book training for New Readers Press Online Learning.
- Share the [Getting Started Checklist for Instructors](#) with your team.



ADD USERS

Refer to the Quick Start Guide for Institution Administrators for help.

- Add instructors and administrators. Choose what role(s) you would like each user to have within the platform. Select all that apply:
 - **Instructor:** This role will have access to the course content. They will also have limited access to the Reporting Dashboard for data related to students in their classes only.
 - **Institution Supervisor:** Select this role if the user needs access to data in the Reporting Dashboard for all students and instructors.
 - **Institution Administrator:** Select this role to give the user full access to add new users and to create classes in the Institution Admin Dashboard.

Please note: Users may have one, two, or all roles selected to access the varying dashboards.

- Add students.
 - Add the student’s name and email address.
 - Choose a password for the student or leave the field blank to have an activation email sent to the student.
 - Assign the contract and courses.
- Create classes.
 - Connect your instructors and students to a class.

NEED MORE HELP?

Check the [Comprehensive User Guide](#) or reach out to support@proliteracy.org for training or tech support.
