

EasyBridge Basic Teacher Self-Registration Guide

Introduction

This handout explains how EasyBridge Basic teachers self-register for an account to access their digital programs. Before you self-register, ask your administrator if they plan to create teacher accounts. If your administrator does not plan to create teacher accounts, then follow the instructions in this guide to self-register.

To learn more about the tasks you complete based on the level of support provided by your administrator, view the [EasyBridge Basic Setup with High, Medium, or Low Administrator Support](#) guide, which is available on the MySavvasTraining.com EasyBridge Basic page.

Account Access

You and your students can have one account to access your Savvas products on all of the following K-12 learning platforms:

Savvas K-12 Learning Platform Name	Platform URL
Savvas Realize	https://savvasrealize.com/
Savvas SuccessNet	https://www.savvasuccessnet.com/
Savvas Portal	https://schoolweb.pk12ls.com/

You can also use your account to access the Realize Reader.

Teacher Self-Registration Options

There are two ways a teacher can self-register. The first and easiest option is for your gatekeeper/administrator to send teacher self-registration invitations from Savvas EasyBridge. The second option is for teachers to request an invitation to self-register.

Option 1: Administrator/gatekeeper sends teacher self-registration invitations

It is easy for administrators to send teacher self-registration invitations. Here are a few helpful tips about this option:

- Your self-registration invitation remains active for 15 calendar days. If your self-registration invitation expires, an administrator/gatekeeper needs to send you a new invitation.
- You cannot share your self-registration invitation with other teachers. It is unique to you.





Option 2: Teachers request an account

You can request to self-register for a teacher account. Once verified, you can create your account. Here are a few helpful tips about this option:

- When you submit your request, you may be auto-verified as a teacher if your district has chosen to auto verify. This enables you to create an account without a delay.
- If you are not auto-verified, then you must wait until you are verified as a teacher to create an account
- Your district or school may not have an administrator or your administrators/gatekeepers do not respond to your self-registration request. In this case, use another option to be verified as a teacher.

Teacher Verification Options

When requesting access, there are several teacher verification options.

			
Automatic approval based on teacher self-reg settings	Approval by an Administrator or Gatekeeper	Ask a teacher who has an existing account to verify you	Nominate an administrator* to verify you

Note: A school or district administrator can verify you even if they do not have a Savvas account.

After requesting access, you will be sent emails with information about the teacher verification options described above. Look for emails from *noreply@k12easybridge.com*. Check your spam folder if you do not see emails from us in your inbox.

How Teachers Self-Register After Receiving an Invitation

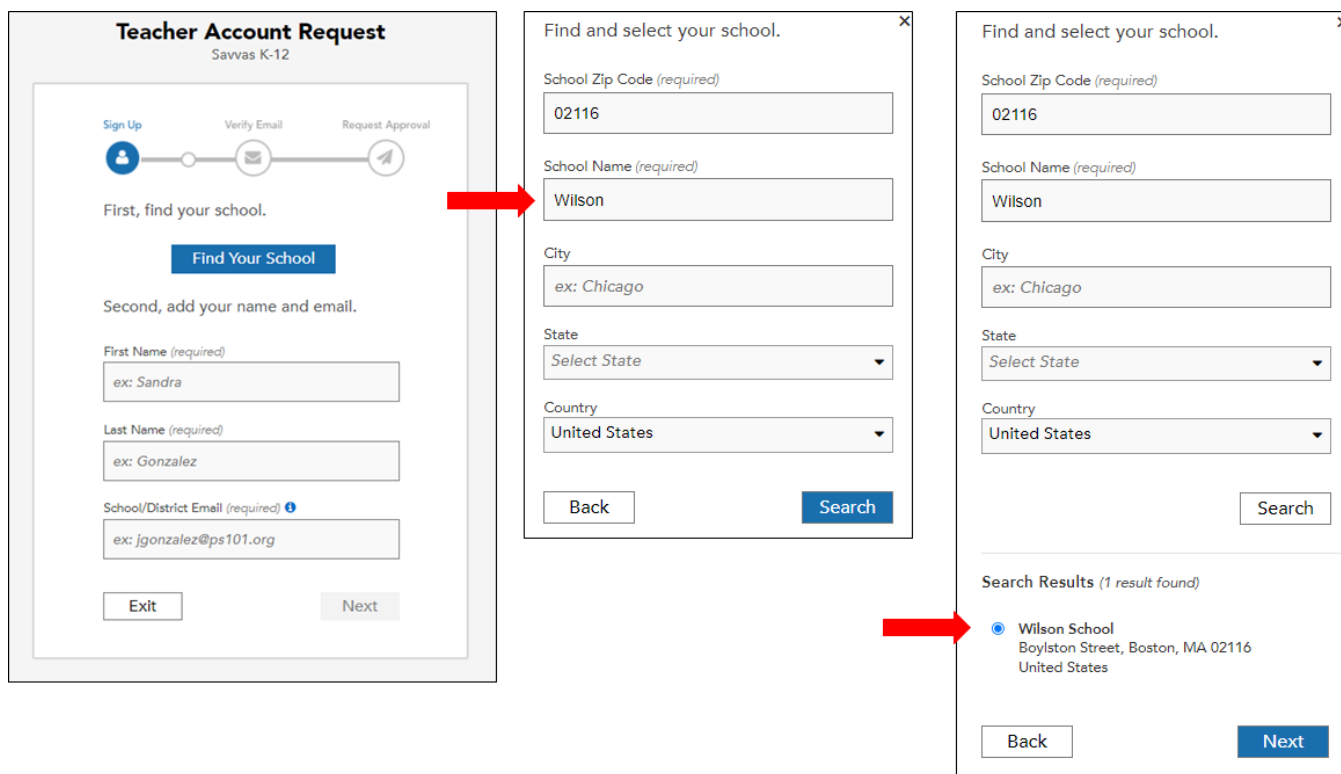
Follow the steps below to self-register if you receive an invitation from your administrator via Savvas EasyBridge. **Note:** Students **do not** self-register. Teachers or administrators create student accounts.

Step 1: Access the invitation

The invitation sent by your administrator/gatekeeper arrives from Savvas EasyBridge. If you do not see the invitation in your inbox, check your spam folder for a message from *noreply@k12easybridge.com*. Click the **Create Account** link in the email to get started.

Step 2: Find your school

Click the blue **Find Your School** button. Enter *School Zip Code* and the beginning of your *School Name*, then **Search**. Click the radio button for your school, then **Next**.



Step 3: Verify school and add your name

Verify the school you have selected is correct. If you need to change your school, click the [Change School](#) link next to Your School. Enter your first and last names. *Your email address is already filled in since your administrator sent you the invite.*

Already have an account?

After you click Confirm, you may see a message that asks if you already have a teacher account associated with the school you selected. You can either use an existing account or create a new account.

Step 4: Retrieve your temporary password

Access your email to obtain your temporary password. Look for an email from Savvas EasyBridge sent from noreply@k12easybridge.com. Copy your temporary password and click **Sign In**.

Step 5: Sign in with your temporary password

On this sign-in page, enter your username in the username field and paste your temporary password in the password field. Click **Sign In**.

Step 6: Create your own password

Now create your own password. The password requirements are displayed on the right side of the form. Retype your password in the 'Confirm Password' field and click **Next**.

Step 7: Select your platform

On the Savvas EasyBridge page, select the platform associated with the product you want to use. Click the appropriate logo/tile to access the learning platform and begin using your product.

How Teachers Request an Account

If your administrator/gatekeeper does not send you a teacher self-registration invitation, follow the steps below to request an account. Once you are verified as a teacher, you can create your teacher account. Be aware that students **do not** self-register. Teachers or administrators create student accounts.

Step 1: Sign Up or Register

Go to SavvasRealize.com or other platform (listed on page 1 of this handout) and click **Sign up** or **Register**. You will be redirected to a landing page. Select **Register** in the *Teacher* box. This takes you to the Teacher Account Request form.

Step 2: Complete the form

You will first need to click the blue button to find your school. Enter your first name, last name, email address and then click **Next**. You will go to a preview screen where you can verify all of your information. If you need to make any changes, use the Back button. Check the box to confirm you are an authorized teacher, then click **Confirm**.

Step 3: Enter verification code

Once you confirm and submit your information, you will receive an email with a verification code. Enter the code and click **Verify**. You can also use the link provided in your email. Depending on how your school or district manages teacher self-registrations will determine the next screen you see with next steps provided. Check the box to confirm you are an authorized teacher, then click Confirm.

Already have an account?

After clicking Verify, you may see a message that asks if you already have a teacher account associated with the school you selected. You can either use an existing account or create a new account.

Step 4: Create your account

Depending on your district's registration settings, you may be automatically verified as a teacher. If you are auto-verified, you can create your account. Teachers not automatically verified can create their account after they are verified.

To create your account, type a unique username. We recommend that you use your school email address. If the username is not available, modify it until the system says the username is available. Click **Send**.

Step 5: Retrieve your temporary password

Access your email to obtain your temporary password. Look for an email from Savvas EasyBridge sent from noreply@k12easybridge.com. Copy your temporary password and click **Sign In**.

Step 6: Sign in with your temporary password

On this sign-in page, enter your username in the username field and paste your temporary password in the password field. Click **Sign In**.

Step 7: Create your own password

Now create your own password. The password requirements are displayed on the right side of the form. Retype your password in the *Confirm Password* field and click **Next**.

Step 8: Select your platform

On the Savvas EasyBridge page, select the platform associated with the product you want to use. Click the appropriate link to access the learning platform and begin using your product.

Need to be verified as a teacher?

If you are not auto-verified, you must wait to be verified as a teacher in order to create an account. The teacher verification options are described on page 2 of this handout. Be sure to look for emails from noreply@k12easybridge.com that provide information about teacher verification options. Check your spam folder for messages from noreply@k12easybridge.com if you do not see emails in your inbox.

Once verified, you will receive an email that says you are approved to create an account. Follow the steps above in step 3 to create your account.

Access [this handout](#) for more information about teacher verification options.

Mixed Mode Districts

To determine if you are in a mixed mode district, login to EasyBridge and look for *View More Details* below the Sign Out link. If you see **Import Status** and **Keep Manual Classes**, you are in a mixed mode district. You may be able to search for and see schools within your district that do not support teacher self-registration. These schools will be greyed out, with the radio buttons disabled, as in the example to the right.

For additional help, please contact [Technical Support](#).