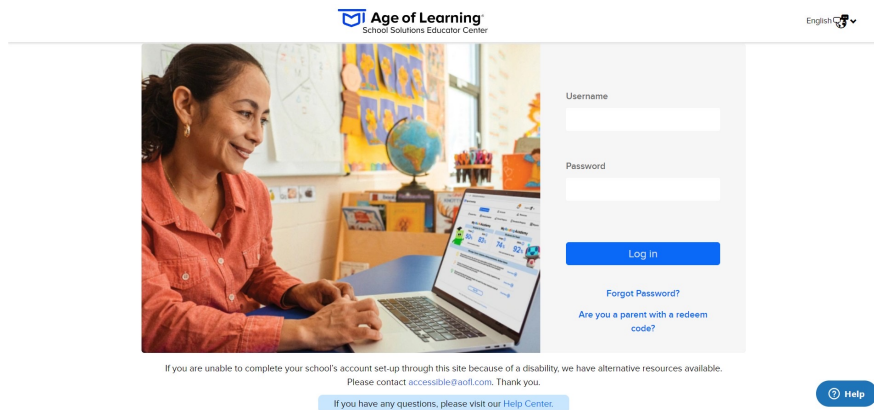
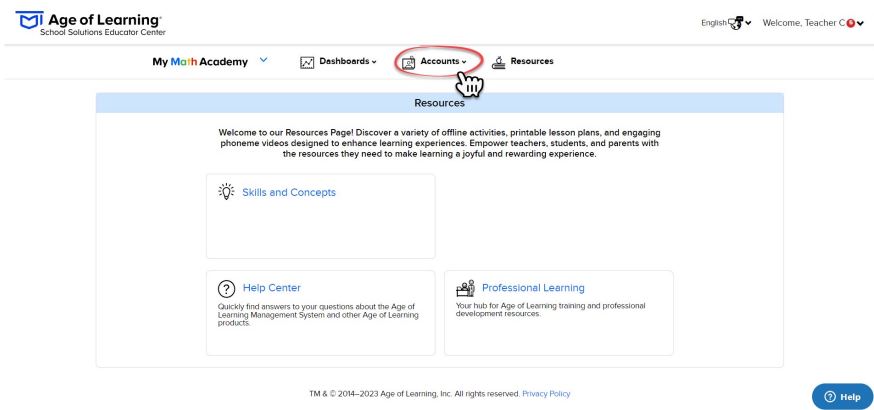


How do I add a teacher?

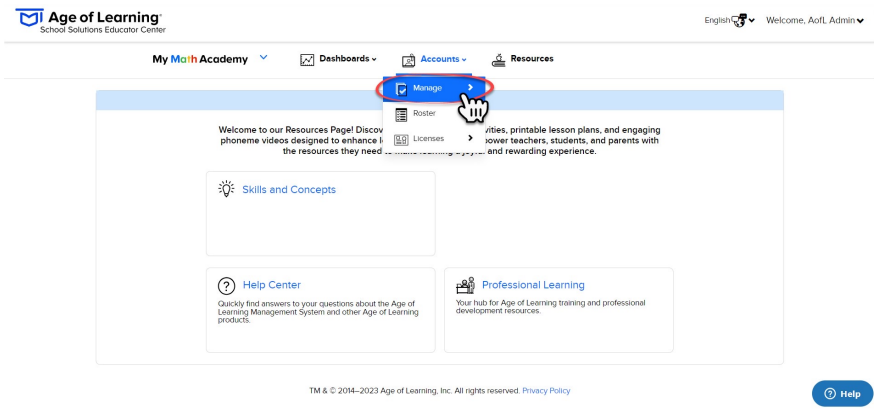
1. Log in to your [Educator Center](#) ([educate.aofl.com](#)) account.



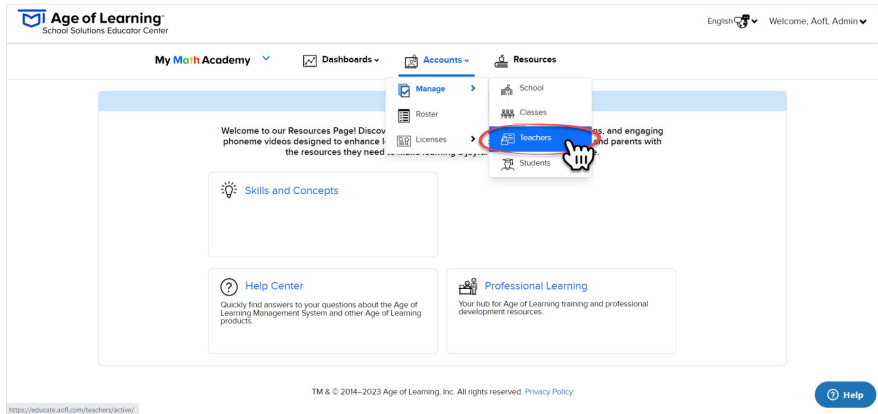
2. Click on the **Accounts** label located at the top of your screen.



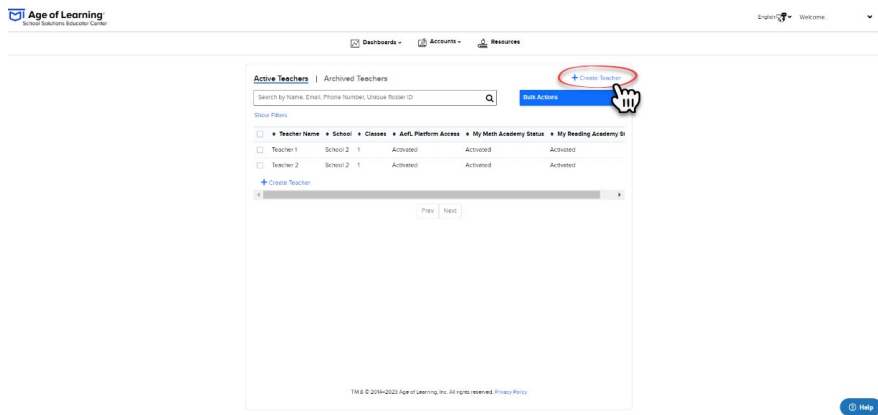
3. Use the drop-down menu to select the **Manage** tab.



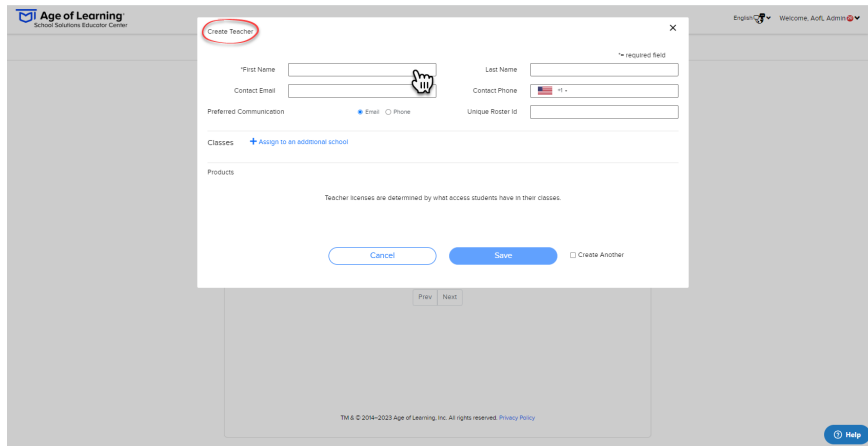
4. Click the **Teachers** tab.



5. Click the **+Create Teacher** hyperlink.



6. Fill out the information required in the provided field boxes on the **Create Teacher** pop-up.



7. Click **+Assign to an additional school**.

The screenshot shows the 'Create Teacher' modal window. It contains fields for First Name, Last Name (marked as a required field), Contact Email, Contact Phone, Preferred Communication (Email/Phone), and Unique Roster ID. Below these is the 'Classes' section with a red circle around the '+Assign to an additional school' link and a hand cursor pointing to it. The 'Products' section is empty. At the bottom are 'Cancel', 'Save', and 'Create Another' buttons. The background shows the 'Age of Learning' logo and a user profile.

8. Use the drop-down menu to select **School**. Afterwards, a new drop-down will appear for **Select Classes**.

This screenshot shows the 'Create Teacher' form after the first step. The 'Classes' section now has a dropdown menu labeled 'Select School' with a red circle around it and a hand cursor. Below it, a secondary dropdown menu labeled 'Select Classes' is visible. The 'Products' section remains empty. The 'Save' button is highlighted in blue.

9. Click **Save** once all classes are added to the teacher's roster.

The final screenshot shows the 'Create Teacher' form with the 'Save' button highlighted in blue and a red circle around it. A hand cursor is pointing at the 'Save' button. The 'Classes' section still shows the 'Select School' and 'Select Classes' dropdowns. The 'Save' button is the primary action at this stage.