

# Quick Start Guide

Use this guide to get started with *Waterford Early Learning™, Classroom Advantage™, and Pre-K Reading™*.

Open your Welcome email and go to <https://manager.waterford.org>.

## 1 Log in

Use the username and password from the Welcome email.

## 2 Select your **Username**, **Password**, and **Security Information**

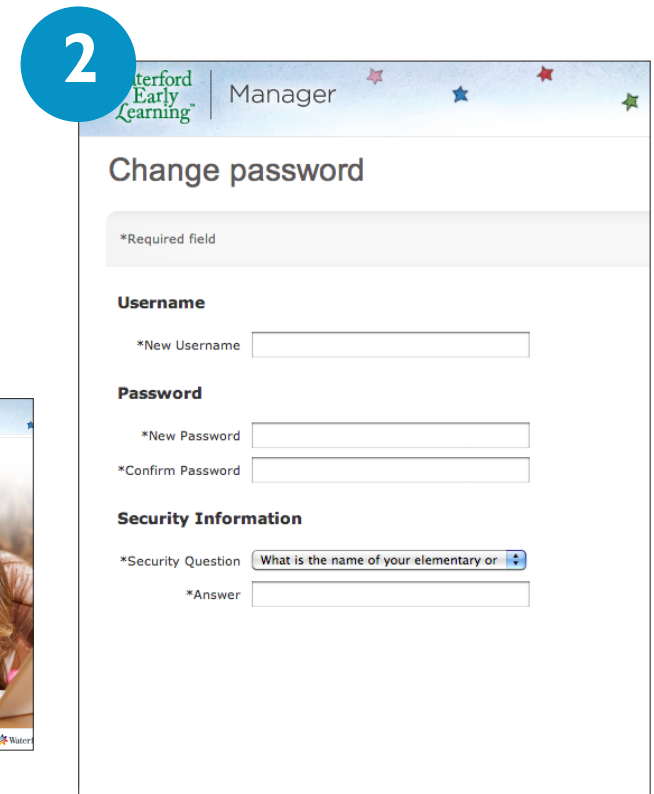
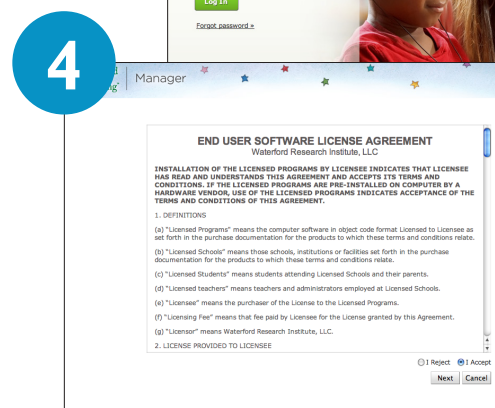
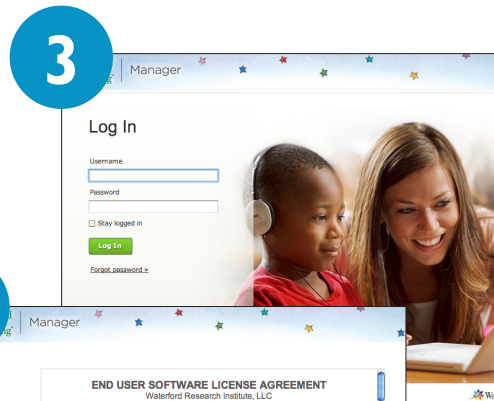
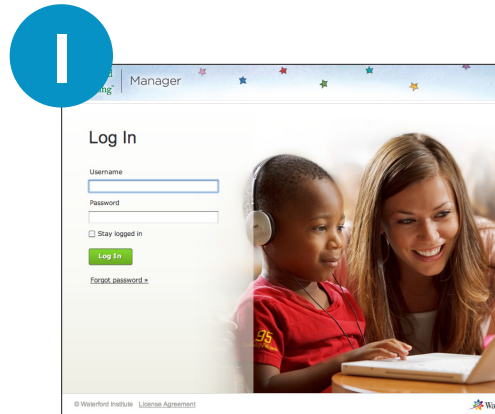
**TIP** This will be the main administrator account. We recommend you use your email for your username and a password that you can easily remember.

## 3 Log in with your new username and password

**TIP** If this is your computer, check **Stay logged in** and bookmark this page.

## 4 Read the License Agreement

- If you agree to the terms, select **I Accept**
- Click **Next**



## 5 Set up schools, classes, and students

All users must create a school in order to create staff. Decide if you want to do this **manually** or through the import.

### Manually

#### A Create a school

- Click **Students**
- Click **Create School**
- Enter school information
- Click **Save**

#### B Create a class

- Click **Students**
- Select school name
- Enter class information
- Click **Save**

#### C Create a student

- Click **Students**
- Select class name
- Enter student information
- Click **Save**

### Import

Use the student import tool to quickly add schools, classes, and students. To set up students manually, continue following steps **A**, **B**, and **C**.

- Click **Students**
- Select district name
- Click **Import Students**
- Click **download the template**
- Follow the import template

## 6 Set up staff

### A Create a staff member

- Click **Staff**
- Click **Create Staff**
- Enter staff information

**TIP** We recommend you use an email address for the username and a simple password for all accounts, such as **waterford123**. The user will change their password when they first log in.

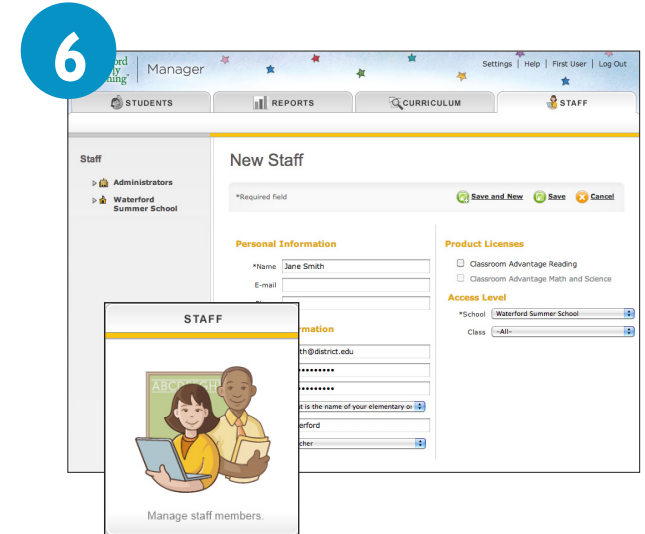
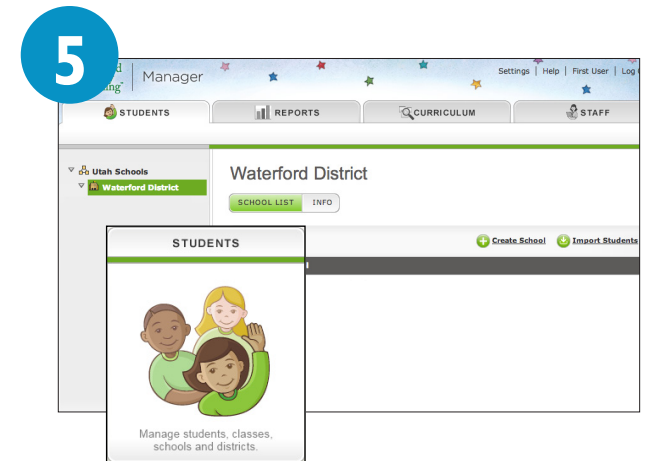
- Click **Save**

### B Import Staff

Use the staff import tool to quickly add staff members. You must create all schools before importing staff. To set up staff manually, continue following step **A**.

- Click **Staff**
- Click **Import Staff**
- Click **download the template**
- Follow the instructions in the import template

**TIP** Visit the **help site** for detailed assistance with the staff import.



For more instructions, click **Help**.

