



Teacher Quick Start Guide

> Register Your Instructor Account

Already have an EverFi teacher account? Go to www.everfi.com/login and type in your email address & password in the **Sign In** boxes

New to EverFi? Go to www.everfi.com/login and click **Register**

- Click **Teacher** and enter your **state**.
- Search for your school name. Then click **Next** (Can't find it? Click "Can't find your school?")
- Complete your profile and select your desired course from the dropdown menu.
- Agree to the **Terms of Service**, click **Next**, and you'll see the EverFi Dashboard!

> Set Up Classes/Student Registration Codes

- Find the course you want to use and click **Add Class**.
- Enter the class name (e.g. Period 1 – Grade 5) and all additional information.
- A class registration code will automatically generate, its saved under **Classes & Codes**, and will be emailed to you. You'll need this code for the next step.
- Repeat this for all of your classes.

> Help Students Self Register

- Students visit www.everfi.com/login, click **Register** and then click **Student/Learner**.
- Students enter class registration code you created and click **Next**.
 - Student usernames must be unique.
 - Student email addresses are NOT required.
 - Students must **Agree to the Terms of Service** before they can click **Next**.
- Click **Finished**, and get started!
- Students can enroll in multiple courses by entering additional codes in the **Add a Course** box on the upper right corner of their dashboards and clicking **Save**.

A student Registration Powerpoint and Handout are available to help guide students through this process. Please note: some students may already have a username & password and can add an additional class registration code to their existing accounts!

If you have questions, please contact your Oklahoma Schools Manager:

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