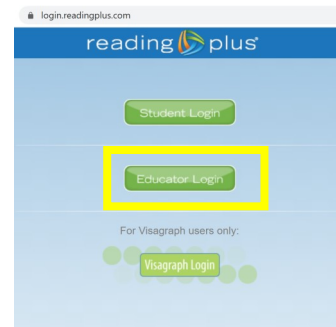




Adding New Staff Members to Reading Plus

To add new staff to Reading Plus,

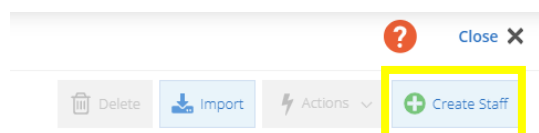
1. Login to Reading Plus as an Educator (www.login.readingplus.com).



2. Select the **Manage** Tab then select **Staff**.



3. Select **Create Staff**.



4. Complete the form with the **staff member's details**. We recommend making staff's **username** their email address. The staff member will then be sent a link via their email address to create their own **password**.

Create Staff
STAFF

First Name*

Last Name*

Email Address*

Username*
(email recommended)

Role* v

An email containing a link to set the password for this account will be sent to this email address.