The new Teacher Tools Online platform allows school administrators to easily set up their school's accounts. To complete the setup process, be sure to have access to both the school’s address as it has been recorded in the BJU Press database and the school’s BJU Press account number. School administrators will find their account information on www.bjupress.com.

Create an account by selecting “Sign up” on Teacher Tools Online.

Enter the school’s basic information and the TTO administrator’s details on the first two screens.
The third screen will ask for the school’s tax exempt status and BJU Press account number. If your school used TTO on the previous platform, don’t select a number of teachers. Teacher licenses have already been applied to your account. Contact customer service if the number of teacher licenses assigned to your school does not match how many you need.

Administrators setting up the new TTO platform for the first time will need to add teachers to their school’s account even if they were registered in the previous system. They can also edit or remove teachers from their school’s account as necessary. After logging in to the administrative account, administrators will be taken to the administrator dashboard, where they will find all tools for managing teacher profiles.
If the administrators select “Add Teachers,” they will be prompted to add the necessary teacher details to the profiles.

Administrators will enter the teacher’s name and email address, as well as specifying which grade level(s) and discipline(s) content that teacher will have access to. Once all required fields have been filled out and the invitations to the teachers to use TTO have been sent, the teachers will receive an email taking them to the TTO login, where they will be able to customize their accounts as needed.

Administrators may edit or remove teacher profiles by returning to the dashboard and selecting “Edit/Remove Teachers.”

Remove a teacher profile by selecting the X to the left of that teacher’s name. Doing so will allow the administrator to create a new teacher profile for a new teacher. Select the pencil or pen icon to edit the teacher’s profile.
The administrator may change the teacher’s name, email address, grade level, discipline, and available resources. This allows the administrator to adjust a teacher’s TTO account for a new course load without having to delete the teacher profile and create a new one.