The new Teacher Tools Online platform allows school administrators to easily set up their schools' 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 your school's basic information and the Teacher Tools Online administrator's details on the first two screens.
The third screen will ask for your school's tax exempt status and BJU Press account number. If your school used Teacher Tools Online 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 Teacher Tools Online platform for the first time will need to add teachers to their school’s account even if they were registered in the previous system. You can also edit or remove teachers from your school's account as necessary. After logging in to the administrative account, you will be taken to the administrator dashboard, where you’ll find all the tools for managing teacher profiles.

If you select “Add Teachers,” you will be prompted to add the necessary teacher details to the profiles.
Enter the teacher’s name and email address, specifying which grade level(s) and what content that teacher will have access to. Once all required fields have been filled out and the invitations to the teachers to use Teacher Tools Online have been sent, the teachers will receive an email taking them to the Teacher Tools Online login, where they will be able to customize their accounts as needed.

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

Remove a teacher profile by selecting the X in the right column. Doing so will allow the administrator to create a new teacher profile for a different teacher. Select the pencil or pen icon to edit the teacher’s profile.
You may change the teacher’s name, email address, grade level, discipline, and available resources, allowing you to adjust a teacher’s Teacher Tools Online account for a new course load without having to delete the teacher profile and create a new one.