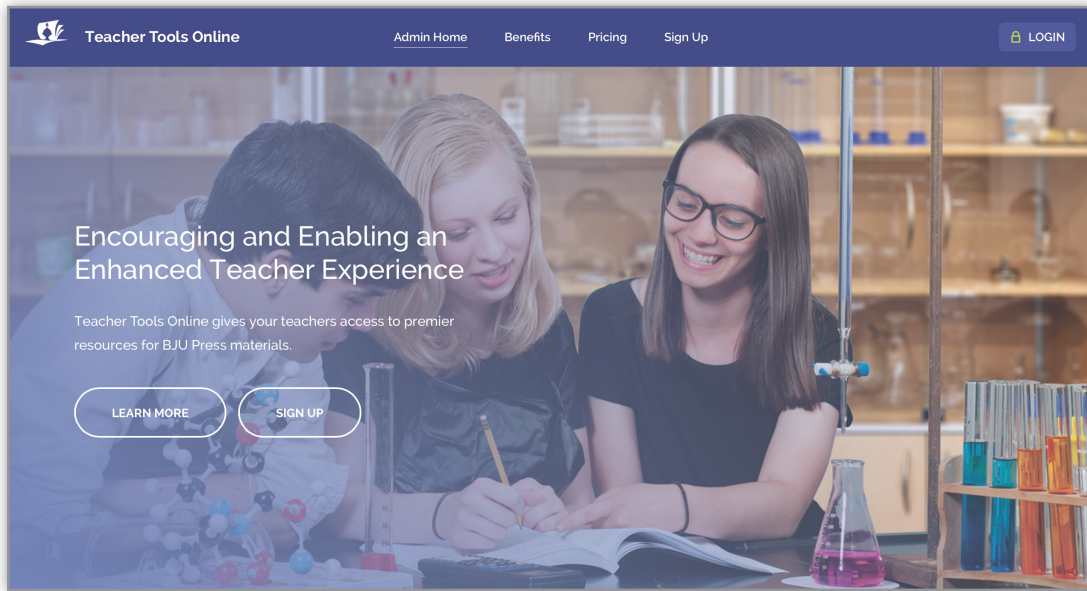


# BJU Press Teacher Tools Online Setup Guide



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](http://www.bjupress.com).

Create an account by selecting "Sign Up" on [Teacher Tools Online](#).

**1 School Details**

School name  Website

Email  Phone number

Street address  State  Zip code

**NEXT**

**2 School Administrator Details**

First name  Last name

Administrator's email  Administrator's phone number

Username  Password  Re-enter password

**BACK** **NEXT**

Teacher Tools Online Administrator

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.

**Tax Exempt Certification**

By checking Yes below, you certify the following:

- That the organization represented has a tax exempt certificate on file with the BJU Press Business Office.
- That payment is made directly by the exempt organization.
- That the items purchased under the sales/tax exemption or resale certificate will be used for the exempt purpose of the tax exempt organization or in accordance with state law.

No, the items on this order do not qualify for exemption.  
 Yes, I certify that the items on this order qualify for exemption.

Please note that tax will be charged:

- If a valid exemption certificate is not on file in our Business Office.
- If the destination address is in a jurisdiction not covered by the tax exemption certificate.

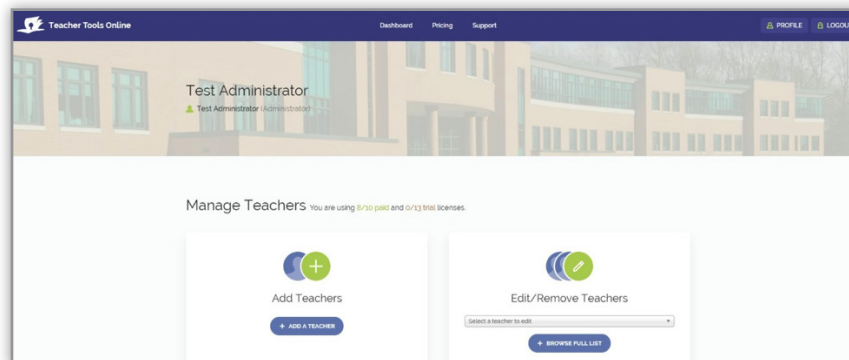
BJU Press Christian school account number (what's this?)

Number of teachers

**One-time license fee:**

Select this box only if you are adding licences.

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.”

NAME	GRADE AND DISCIPLINE	LICENSE	
Hanover Shoeman	<ul style="list-style-type: none"> <li>Grade 1: All disciplines</li> <li>Grade 2: All disciplines</li> <li>Grade 5: All disciplines</li> </ul>	PAID	✎ ✕
Margaret Mulligan	<ul style="list-style-type: none"> <li>Grade 11: All disciplines</li> <li>Grade 12: All disciplines</li> </ul>	PAID	✎ ✕
Steph Phillips	<ul style="list-style-type: none"> <li>Grade 7: Heritage Studies</li> <li>Grade 8: Heritage Studies</li> </ul>	PAID	✎ ✕
John Smith	<ul style="list-style-type: none"> <li>Grade 8: Heritage Studies</li> </ul>	PAID	✎ ✕

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.

Work email  
hs@none.none

### Select Teacher Disciplines

Grade level	Discipline	
Grade 1	Select a Discipline	REMOVE
Grade 2	Select a Discipline	REMOVE
Grade 5	Select a Discipline	REMOVE

+ ADD A DISCIPLINE

### Assign Available Resources

<input checked="" type="checkbox"/> Teacher Resources	<input checked="" type="checkbox"/> Mimio Helps
<input checked="" type="checkbox"/> Shop Talk Community	

SAVE UPDATES TO TEACHER CANCEL

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.