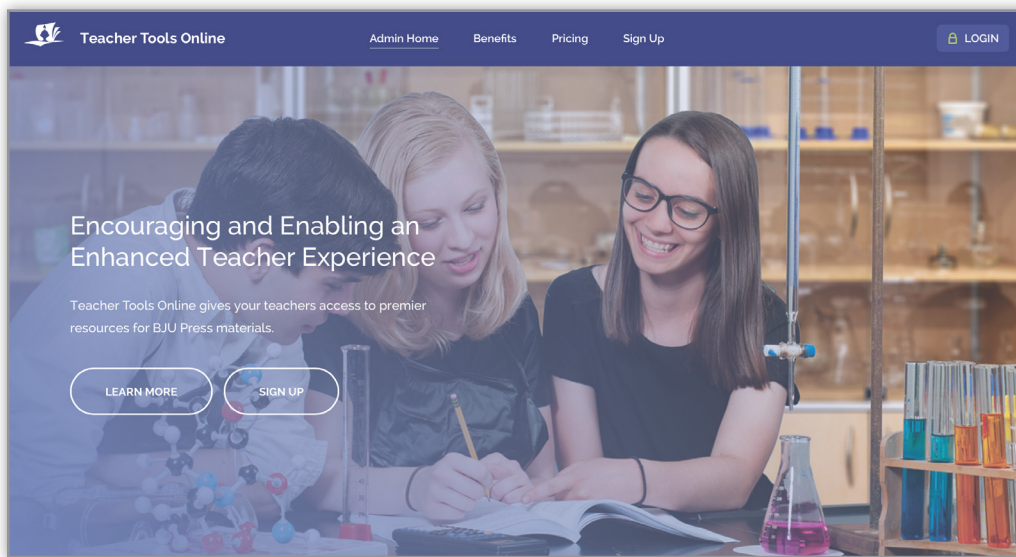


BJU Press Teacher Tools Online Initial Setup Guide for TTO Administrators



You should receive a welcome email with “Teacher Tools Online” in the subject. However, you may still be able to set up your TTO account without the email by following the directions below.

Note that the available licenses may not appear for 24 to 48 hours after purchase.

To complete the setup process, be sure to have access to

- the school’s address as it has been recorded in the BJU Press database and
- the school’s BJU Press account number.

Step 1: Click on the following link: <https://www.teachertoolsonline.com/schools-home/>

- Create an account by clicking on the “Sign Up” button.

Step 2: Enter your school’s basic information and then click the “NEXT” button.

The image shows a screenshot of the 'Sign Up Your School' form. The title is 'Sign Up Your School' with the subtext 'It only takes a few minutes!' and a note 'You will need your BJU Press account number and zip code to proceed.' Below the title is a progress indicator with four steps, the first of which is highlighted in green and labeled '1 School Details'. The form contains several input fields: 'School name' and 'Website' (top row), 'Email' and 'Phone number' (second row), and 'Street address', 'State', and 'Zip code' (third row). A blue 'NEXT' button is located at the bottom center of the form.

Step 3: Enter your school's administrator's details and then click the "NEXT" button.

The screenshot shows a form titled "2 School Administrator Details". At the top, there are four numbered steps: 1, 2 (highlighted in green), 3, and 4. The form contains the following fields: "First name", "Last name", "Administrator's email", "Administrator's phone number", "Username", "Password", and "Re-enter password". At the bottom, there are two blue buttons: "BACK" and "NEXT".

Step 4: The third screen will ask for your school's BJU Press account number.

- Enter your school's account number here.
- DO NOT select anything from the drop-down menu under "Number of new licenses."
- Click the "REVIEW AND SUBMIT" button.

The screenshot shows a form titled "Tax Exempt Certification". Below the title, it says "To qualify for exemption, you must certify the following:" followed by three bullet points: "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.", and "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." Below this, it says "Sales tax will be charged if applicable." There are two input fields: "BJU Press account number" (with a small note "(what's this?)") and "Number of new licenses" (with a note "If you already have current licenses, and don't wish to add new ones, select 'Already have licenses:'"). The "Number of new licenses" field is a dropdown menu currently showing "--Select One--". At the bottom, there are two blue buttons: "BACK" and "REVIEW AND SUBMIT".

Step 5: You will now land on the “Review and Submit” page.

- Click the “SUBMIT” button.

The screenshot shows a 'Review and Submit' page with a progress indicator at the top showing four steps, with the fourth step highlighted. The page is divided into three sections: School Details, School Administrator Details, and Plan Details. Each section has an 'Edit' link. At the bottom, there are 'BACK' and 'SUBMIT' buttons.

4 Review and Submit

School Details [Edit](#)

School name	BJU Press		Website	bjupress.com	
Email	bjupotech@bjupress.com		Phone number	18008455731	
Street address	1430 Wade Hampton Blvd	State	SC	Zip code	29609

School Administrator Details [Edit](#)

First name	BJU Press	Last name	Support
Administrator's email	bjupotech@bjupress.com	Administrator's phone number	1800845731
Username	bjupresssupport		

Plan Details [Edit](#)

BJU Press account number	77490171
Number of teachers	One-time license fee
	\$0.00

[BACK](#) [SUBMIT](#)

Step 6: You will now land on the “Manage Teachers” page.

- This is where you add teachers to your school’s account.
- Click on the “+ ADD A TEACHER” button.

The screenshot shows the 'Manage Teachers' page. At the top, it states 'you are using 114/131 paid and 0/4 unpaid licenses'. Below this is a section for 'Edit/Remove Teachers' with a dropdown menu to 'Select a teacher to edit', a 'BROWSE FULL LIST' button, and a 'Download CSV of your teachers' link. At the bottom, there are two main action buttons: 'Add Licenses' with a '+ ORDER ADDITIONAL LICENSES' button, and 'Add Teachers' with a '+ ADD A TEACHER' button.

Manage Teachers you are using 114/131 paid and 0/4 unpaid licenses

[Edit/Remove Teachers](#)

Select a teacher to edit [BROWSE FULL LIST](#)

[Download CSV of your teachers](#)

[Add Licenses](#) [+ ORDER ADDITIONAL LICENSES](#)

[Add Teachers](#) [+ ADD A TEACHER](#)

Step 7: You will now land on the “Teacher Details” page.

- Enter the teacher’s name and email address, and specify which grade level(s) and what content that teacher will have access to.
- Click on the “ADD TEACHER & SEND INVITE” button.
- **Your teacher will now receive an email with his or her access information to Teacher Tools Online.**

The screenshot shows a web form titled "Add Teacher". It is divided into three main sections. The first section, "Teacher Details", includes three input fields: "First name", "Last name", and "Work email". The second section, "Select Teacher Disciplines", features a blue button labeled "ADD A DISCIPLINE". The third section, "Assign Available Resources", contains three checked checkboxes: "Teacher Resources", "Shop Talk Community", and "Mimeo Helps". At the bottom of the form, there are two buttons: a blue "ADD TEACHER & SEND INVITE" button and a grey "CANCEL" button.

Step 8: You will now land on the “Edit/Remove Teachers” page.

- This page essentially shows you who you have signed up and gives you the ability to edit their information as needed.
- To remove a teacher profile, select 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 icon to edit the teacher’s profile.

The screenshot shows a page titled "Edit/Remove Teachers". At the top, it displays a notification: "You are using 8/10 paid and 0/13 trial licenses." Below this is a blue button labeled "REQUEST TRIAL LICENSES". A paragraph of text explains that trial licenses expire 30 days from the day they are added to the account and that if no payment is received, teachers will become free agents. Below the text is a table with the following data:

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

Troubleshooting

Follow these steps if the teacher does not receive the login email.

- Have the teacher go to Teacher Tools Online:
<https://www.teachertoolsonline.com/teachers-home/>
- Enter his or her login (use the email address that the TTO administrator set them up with)
- Click “Forgot password.”
 - The system will then send the teacher an email with a temporary password, which the teacher can then use to log in and set up a new password.