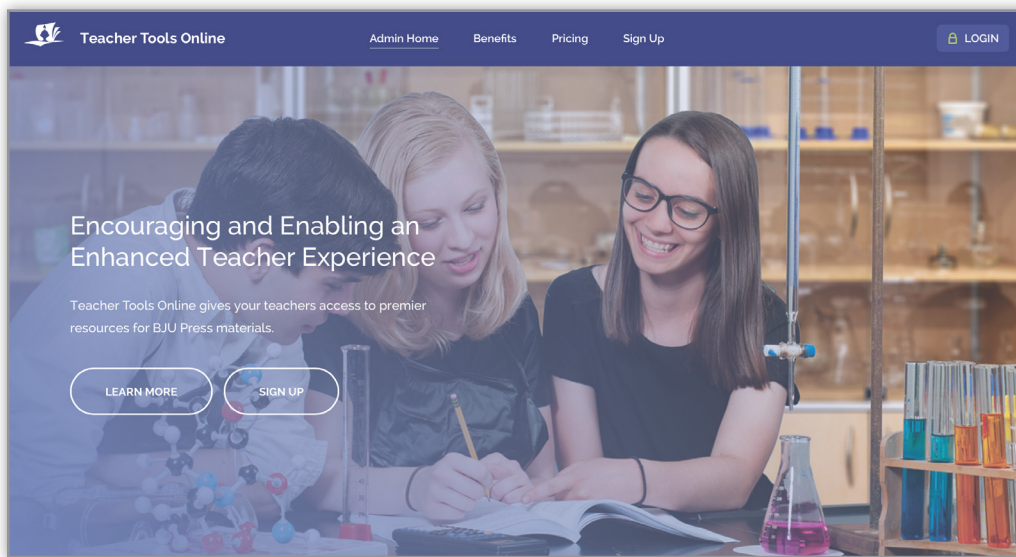# BJU Press Teacher Tools Online
Initial Setup Guide for TTO Administrators

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.

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

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

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

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

- Click the "SUBMIT" button.

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.

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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.**

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.

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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.

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