

## HOW TO CREATE INDIVIDUAL EDUCATORS

# Creating Educator Accounts to Give Access to the Learning Ally Audiobook Solution



Educators with the Learning Ally Educator Portal role of Master Administrator or Administrator can individually create new Learning Ally educator accounts for educators in their school or district - including general educators. Districts or schools that have integrated the Learning Ally Audiobook Solution with an SSO and rostering provider create educators through data syncs and are not able to create educators individually.

### LEARN ABOUT [EDUCATOR ROLES AND FOLLOW THESE STEPS TO CREATE EDUCATORS](#):

1. Log into the Educator Portal.
2. Select Manage Educators.
3. Select Add Individual Educator.
4. Fill in their first and last name.
5. Select their school district.
6. Assign the educator to one or more schools.
7. Select their [Educator Portal](#) role.
8. Fill in their email address and job title.
9. Select Submit.

### TIPS

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All educators, including general educators, should have access to the Learning Ally Audiobook Solution. The Learning Ally Audiobook Solution is designed to support [struggling readers](#); it's not limited solely to special education students or those with an IEP or 504.

The Learning Ally Audiobook Solution also offers the following [integration methods](#) - SSO, Rostering, Learning Ally Roster Import.

Visit Manage Educators in the Educator Portal to view actionable data and to ensure your implementation is effective. Viewing educator activity helps administrators support educators who need help and congratulate educators who are helping students succeed!

Congratulations! Newly created educators will receive an email with their login credentials and can begin creating students and assigning audiobooks.