Hi, teachers, and welcome to the Teacher Self-Registration tutorial. Today we’ll go over how EasyBridge Basic teachers can self-register for an account to access their digital programs.
Before you self-register, ask your administrator, also referred to as your account gatekeeper, if he or she plans to create teacher accounts. If your gatekeeper or administrator does not plan to create teacher accounts, go ahead and follow the self-registration instructions in this tutorial.

As you may have noticed, admin support levels will vary. To learn more about the tasks you will complete based on the level of support provided by your administrator, view the guide called *EasyBridge Basic Setup with High, Medium, or Low Administrator Support*. It’s located on the EasyBridge Basic page on MyPearsonTraining.com.
Account Access

You only need one account to access your Savvas programs on all of the K-12 learning platforms you see here. Please note that if you are using Online Learning Exchange or PELS, you will need to open a new window and go directly to that platform.

You can also use your Savvas Realize username and password to log in or to access your eTexts like Realize Reader and eText for Schools.
Teacher Self-Registration Options

You have two options for the self-registration process.

The first and easiest option is for your gatekeeper or administrator to send teacher self-registration invitations from Savvas EasyBridge.

Here are a few helpful tips about this option:

- Your self-registration invitation remains active for 15 calendar days.
- If your self-registration invitation expires, an administrator or gatekeeper will need to send you a new invitation.
- You cannot share your self-registration invitation with other teachers.

The second option is for teachers to request an invitation to self-register. Once your request is verified, you can create your account.

Here are a few helpful tips about this option:

- When you submit your request, you may be auto-verified as a teacher if your district has chosen to auto verify. You can create an account with no delay.
- If you are not auto-verified, then you must wait until you are verified as a teacher to create an account.
- If your district or school does not have an administrator or your administrator or gatekeeper does not respond to your self-registration request, another option must be used to verify the requests.

Now, let’s learn about both options.
Option 1: You Received an Invitation

Follow these steps if you received an invitation to self-register from Savvas EasyBridge. Also, remember that students don’t self-register. Teachers or administrators create student accounts.
**Step 1: Access the Invitation**

Your first step is to access the self-registration invitation from your administrator or gatekeeper. If you do not see the invitation in your inbox, check your spam folder.

Click the **Go to Savvas EasyBridge** link in the email to get started.

Just a quick reminder that your invitation will be active for 15 calendar days. If your invitation expires, ask your administrator or gatekeeper to send you a new invitation.
Step 2: Complete the Form

To begin, click the Find Your School button.

Complete the required School Zip Code and School Name fields, and click Search.

Here’s a helpful tip: To prevent your school from not being found, enter the beginning of the school name, click Search, and select your school from the list that appears.

Click Next to return to the Teacher Account Request screen. Verify that the school you selected is correct. If it isn’t, click the Change School link to select a different school.

Fill in your first and last name. Your email address should already be filled in since your administrator or gatekeeper emailed you the invitation to register.

Click Next when you’ve completed all the fields.

On the next screen, review all your information. If correct, check the box to confirm you are a teacher and click Confirm. If you need to change anything, use the Back button.

If you do not already have an existing account, you will be prompted to enter a username on the next screen. Usernames must be unique in the system.

If you already have an account, you will be asked if you would like to use your existing account or create a new account.

Enter your desired username. The system will automatically check if the username is already in use, too short, or available. We recommend using your school email address as your username.

Once you’ve entered your username, click Get Password.

You will see a message on your screen to check your email for a temporary password.
**Step 3: Sign in with Your Temporary Password**

Check your email to find your temporary password.
If you don't see an email from Savvas EasyBridge, check your spam folder.
Copy your temporary password and click **Sign In**.
On the sign-in page, enter your username and temporary password.
Then click **Sign In**.
Step 4: Create Your Own Password

Now create your own password. The password requirements appear on the right side of the form.
Retype your password to confirm it and click Next.
Step 5: Select Your Platform

On the Savvas EasyBridge page, select your learning platform. You’re now ready to use your Savvas program.
Option 2: You Need to Request an Account

If your administrator or gatekeeper does not send you a teacher self-registration invitation, follow these steps to request an account. Once you are verified as a teacher, you can create your account.

Also, remember that students don’t self-register. Teachers or administrators create student accounts.
Step 1: Sign Up or Register

Go to Savvas Realize or Savvas SuccessNet and click **Sign Up** or **Register**, respectively. You will be redirected to a landing page.

Click **Register** in the Teacher box. The Teacher Account Request form will appear.
To begin, click the **Find Your School** button.

Complete the required School Zip Code and School Name fields, and click **Search**.

Here’s a helpful tip: To prevent your school from not being found, enter the beginning of the school name, click **Search**, and select your school from the list that appears.

If your school name is grayed out, it means that your school does not support teacher self-registration. Contact your administrator for help in creating your account.

Click **Next** to return to the Teacher Account Request screen. Verify that the school you selected is correct. If it isn’t, click the **Change School** link to select a different school.

Enter your first name, last name, and email address. Click **Next** when you’ve completed all the fields.

On the next screen, review all your information. If correct, check the box to confirm you are a teacher and click **Confirm**. If you need to change anything, use the **Back** button.
Step 3: Enter Verification Code

Once you confirm and submit your information, you will receive an email with a verification code. Enter the code and click Verify. You can also use the link provided in the email.

The process your school or district uses to manage teacher self-registrations will determine what steps you will take next.

After clicking Verify, you may see a message asking if you already have a teacher account associated with the school you selected. If you already have an account, you can either use your existing account or create a new account.

Verification Options:
When requesting access, there are several teacher verification options:

- Automatic approval based on teacher self-registration settings
- Approval by an administrator or gatekeeper
- Ask a teacher who has an existing account to verify you
- Nominate an administrator to verify you

Keep in mind that teachers attempting to self-register in a school that does not have an active teacher or an active administrator can request the assistance of an administrator in their building or district.

After requesting access, you will receive emails with information about the teacher verification options available. Look for emails from this address.

Once verified, you will receive an email stating you are approved to create an account.
Verification Options

Teacher Verification Options
When requesting access, there are several teacher verification options.

- Automatic approval based on teacher self-reg settings
- Approval by an Administrator or Gatekeeper
- Ask a teacher who has an existing account to verify you
- Nominate an administrator* to verify you

*Note: A school or district administrator can verify you even if he or she does not have a Pearson account.

After requesting access, you will receive emails with information about the teacher verification options described above. Look for emails from noreply@k12easybridge.com. Check your spam folder if you do not see emails from us in your inbox.

Step 4: Create Your Account

Depending on your district’s registration settings, you may be auto-verified as a teacher. If you are auto-verified, you can create your account with no delay.

Teachers not automatically verified must wait for verification to create their accounts.
To create your account, enter your desired username. Usernames must be unique in the system. The system will automatically check if the username is already in use, too short, or available. We recommend using your school email address as your username.

Once you've entered your username, click Get Password. You will see a message on your screen to check your email for a temporary password.

**Step 5: Sign in with Your Temporary Password**

Once you have been verified, you will receive an email with a temporary password. If you don't see an email from Savvas EasyBridge, check your spam folder. Copy your temporary password and click **Sign In**.

On the sign-in page, enter your username and temporary password.

Then click **Sign In**.
**Step 6: Create Your Own Password**

Now create your own password. The password requirements appear on the right side of the form. Retype your password to confirm it and click **Next**.
**Step 7: Select Your Platform**

On the Savvas EasyBridge page, select your learning platform. You’re now ready to use your Savvas program.
Wrap-Up

Time to wrap up! As an EasyBridge Basic teacher, you now know the steps for self-registering for an account to access all your digital programs.

Thanks for following along and be sure to check out other tutorials on MyPearsonTraining.com.