

Savvas EasyBridge

Someone with an Administrator account can create and manage both student and teacher accounts for Savvas platforms, like SuccessNet and Realize.

Teachers in schools that don't have someone in an official administrator role, can manually create a class on Savvas Realize or Savvas SuccessNet.

Note: As of August 2022, Teachers that previously uploaded their own student rosters should either work with their administrator, or if the school or district does not have someone in an official administrator role contact our [support team](#) for help in getting an Administrator account.

Getting Started with Savvas SuccessNet

If you are a Teacher new to SuccessNet,

- Ask if there is a school or district administrator that creates teacher accounts or sends teacher self-registration invitations.
- If not, teachers can request a self-registration invitation by going to SavvasSuccessNet.com and clicking the **Register Here** button.

If you are a Teacher that has used SuccessNet before, or another Savvas platform like Realize, you can use that same account.

Once you have your teacher account established, you can Log in to manage your products and classes.

Teacher Log In

1. Go to SavvasSuccessNet.com
2. Click **Log in**
3. Enter your username and password
4. Click **Sign In**

Note: If you have forgotten your username or password, you can click the **Forgot your username or password?** link

Adding Additional Products

1. Once signed in to Savvas SuccessNet
2. Click the down arrow to the right of your name and select **My Account**.
3. Click **Manage products** on the My Account page.
4. Click **Manage Products** again once you're on the My Products page.
5. Select your products and click **Save**.

Forgotten Student Username or Password

Students are redirected to their teacher for help with forgotten usernames and passwords. Teachers can retrieve the usernames from SuccessNet, but passwords can only be managed from within EasyBridge. Only an administrator can help retrieve or reset student passwords.

To retrieve a student username:

1. Click **Manage Classes** on your Home page.
2. Click the **view** link under the **Roster** column for the class the student is enrolled in. (If they are not yet enrolled in a class, the username can also be found by searching for the student as described in the section below.)
3. Locate the student name and view the information in the Username column.

Using the Student Search Function

While in **Manage Classes**, existing students can be added to a class by searching and then selecting them from the school roster.

1. Pick the appropriate class from the drop-down list.
2. Click **Select from school roster**
3. Type the student's last name and/or first name. TIP: Use an asterisk (*) as a placeholder (aka wildcard) for an individual character or sequence of characters.
4. Click **Search**.
5. A list of students that match search criteria will result, displaying student name and username.
6. Check the boxes to the left of the student(s) you wish to add.
7. Click **Save**.

Creating a Class or Group

Once signed in to SuccessNet, click **Manage Classes** and either click **Create a class/group**, or hover over the classes tab and select **Build New Classes**.

1. Enter a class/group name
2. Enter a period number and section id (optional)
3. Select the products to be used in this class/group, including resources and SuccessTracker if available.
4. Click **Save**