



Readtopia[®]

Administrator Reference Guide

What's Inside:

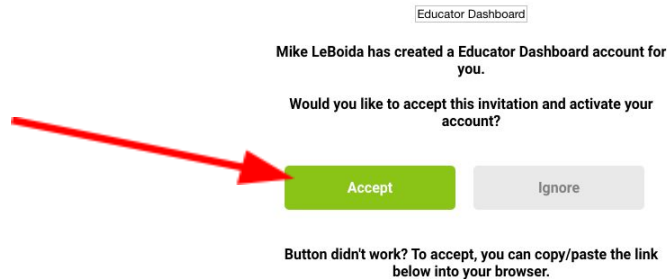
- Activating Accounts
- Managing Educators
- Signing in as an Educator

Activating Accounts

Signing in from your invitation email:

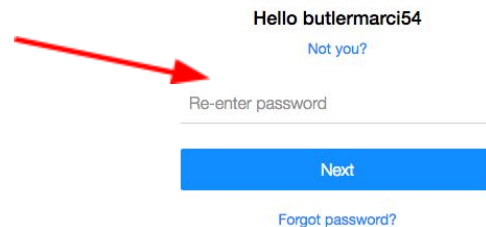
You will receive an invitation email from license@account.myreadtopia.com

1. Click **Accept** in the email.



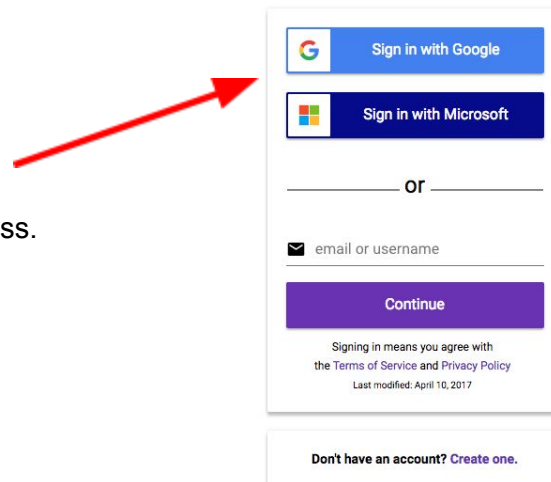
2. You will be prompted to put in your email password.

You are set up with the email address used to click confirm. The next time you login to myreadtopia.com, use this email to sign in.



3. Note that if have an existing login for:

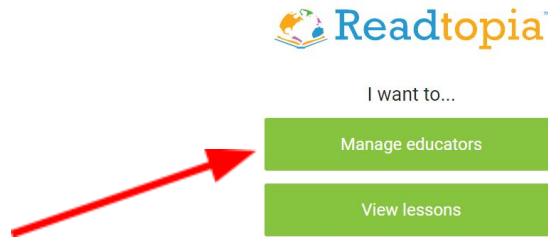
- a. Google, click the Sign in with Google button and then enter your email address.
- b. Microsoft Live or Office 365, click the Sign with Microsoft button and then enter your email address



Managing Educators

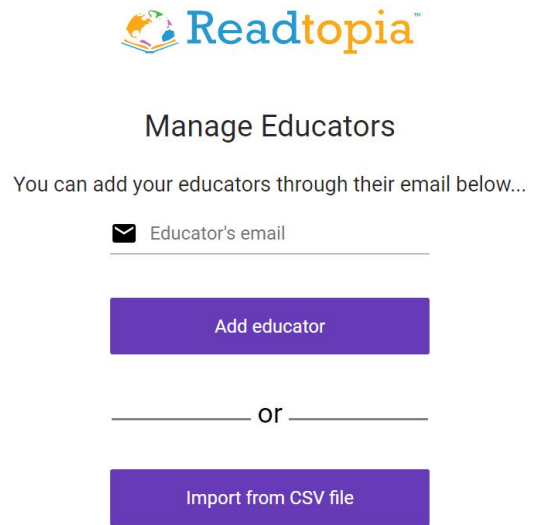
To create Educators follow the steps below.

1. Click on **Manage educators**.



2. Enter email addresses of educators one at a time.
3. Click on **Add educator**

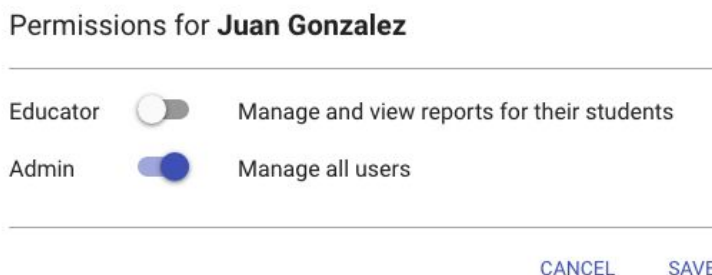
Note: to enter multiple educators, you can use the Import from CSV file option. Download the template, copy in the email addresses, upload the template and the invitations will be batched to your educators.



To move permissions from an Educator to an Administrator follow the steps below.

Note: All staff members will be invited as Educator level access.

1. Click on Manage Educators,
2. Find the educator's name that you want to move to another permission level.
3. Click Permissions beside the that name.
4. Toggle on the new permission level: Administrator or Analyst
5. Toggle off the educator permission level
6. Click SAVE



Signing in as an Educator

Google Email addresses:

1. Navigate to myreadtopia.com
2. Click “[Sign in with Google](#)”
3. Type in email address
4. Type in password
5. Click “[Accept](#)” on pending invitation

A screenshot of the Readtopia sign-in interface. It features two buttons at the top: "Sign in with Google" (with the Google logo) and "Sign in with Microsoft" (with the Microsoft logo). Below these is a horizontal line with the word "OR" in the center. Underneath is a text input field with a placeholder "email or username" and a purple "Continue" button. At the bottom, there is a link that says "Don't have an account? [Create one.](#)". A red arrow points to the "Create one." link.

Microsoft Live or Office 365 email addresses:

1. Navigate to myreadtopia.com
2. Click “[Sign in with Microsoft](#)”
3. Type in email address
4. Type in password
5. Click “[Accept](#)” on pending invitation

Other Email addresses:

1. Navigate to myreadtopia.com
2. Type email on gray “email or username” line
3. You will get a message that you are not recognized would you like to create an account
4. Click “[Create one](#)”
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.myreadtopia.com
7. Type in your full name
8. Type in your email password
9. Navigate back to myreadtopia.com
10. Click “[Accept](#)” on pending invitation

A screenshot of the "Pending invitation(s)" screen. It shows a table with two columns: "Name" and "Email". The first row contains "Wilma Pattern" and "dliggus@mail.com". To the right of the email is a "Decline" button and an "Accept" button. A red arrow points to the "Accept" button. Below the table is a green "Continue" button.