

# Reading Eggs Guide: Manage Teacher Accounts



To manage all aspects relating to teacher accounts at your school, ensure you have clicked on the 'Manage Teachers' option from the left hand menu panel.

## In this guide ...

- 01 Adding teachers to your school account
- 02 Removing a teacher from your school account
- 03 Resetting a teacher password
- 04 Editing Teacher details
- 05 Printing Parent Letters

The screenshot shows the 'Manage Teachers' page in the Reading Eggs system. The page title is 'Manage Teachers' with 'Active students: 841' on the right. Below the title, there are buttons for 'Add Teacher', 'Add existing teachers', 'Import Teachers', and 'Download a sample file'. A table lists the current teachers with columns for First Name, Last Name, Login, Students, and Trial End Date. Each row has an 'Edit' button. The left-hand navigation menu is visible, with 'Manage Teachers' highlighted and a pink arrow pointing to it.

First Name	Last Name	Login	Students	Trial End Date
a	a	aaa1@mailina...	5	N/A
aaa	aaaa	a@ab.com	1	N/A
aaa	aaa	cat12b@maili...	4	N/A
adminteach	adminteach	adminteach	0	N/A
Alice	Kane	alice.kane@b...	1	N/A
Andrew	Bevan	andrew.bevan...	0	N/A
Angela	Munyard	angela.munya...	0	N/A
angela	mik	angela88@mai...	0	N/A

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## Add teachers to your school

- 01 Click **'Manage Teachers'** within **'Management'** from the left menu panel.
- 02 Click **'Add Teacher'** and enter the new teacher's details. Their email address will become their username and they will receive an email that contains their login details.

Manage Teachers

Active students: 841

Add teachers to your school

[Add Teacher](#) [Add existing teachers](#) [Import Teachers](#) [Download a sample file](#)

Delete  Login Details  Send password email  Parent Letters

	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	aaa	aaa	cat12b@maili...	4	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	adminteach	adminteach	adminteach	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Alice	Kane	alice.kane@b...	1	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Andrew	Bevan	andrew.bevan...	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Angela	Munyard	angela.munya...	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	angela	mik	angela88@mai...	0	N/A	<a href="#">Edit</a>

hers to your school

**Add Teacher**

First name

Last name

Email

Email confirmation

Account type

# Reading Eggs Guide: Manage Teacher Accounts



## Remove a teacher from your school

- 01 Select the teacher(s) you would like to delete using the checkbox to the left.
- 02 Click **'Delete'** to permanently remove the teacher(s) from your school account.

The screenshot shows the 'Manage Teachers' page in the Reading Eggs admin interface. The page title is 'Manage Teachers' with 'Active students: 841' on the right. Below the title is a section 'Add teachers to your school' with buttons for 'Add Teachers', 'Add existing teachers', 'Import Teachers', and 'Download a sample file'. A table lists teachers with columns for First Name, Last Name, Login, Students, and Trial End Date. Each row has a checkbox on the left and an 'Edit' button on the right. A pink arrow points to the 'Delete' button in the top-left corner of the table.

	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	aaa	aaa	cat12b@maili...	4	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	adminteach	adminteach	adminteach	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Alice	Kane	alice.kane@b...	1	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Andrew	Bevan	andrew.bevan...	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	Angela	Munyard	angela.munya...	0	N/A	<a href="#">Edit</a>
<input type="checkbox"/>	angela	mik	angela88@mail...	0	N/A	<a href="#">Edit</a>

# Reading Eggs Guide: Manage Teacher Accounts



## Reset a teacher password

- 01 Select the teacher(s) that require their password to be reset using the checkbox on the left.
- 02 Click '**Send password email**'. This will send an email to the teacher with details of how to reset their password.

The screenshot shows the 'Manage Teachers' page with a table of teachers. The table has columns for First Name, Last Name, Login, Students, and Trial End Date. Each row has an 'Edit' button. The 'Send password email' button is highlighted in the table's action menu.

	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	Edit
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	Edit
<input type="checkbox"/>	aaa	aaa	cat12b@maili...	4	N/A	Edit
<input type="checkbox"/>	adminteach	adminteach	adminteach	0	N/A	Edit
<input type="checkbox"/>	Alice	Kane	alice.kane@b...	1	N/A	Edit
<input type="checkbox"/>	Andrew	Bevan	andrew.bevan...	0	N/A	Edit
<input type="checkbox"/>	Angela	Munyard	angela.munya...	0	N/A	Edit
<input type="checkbox"/>	angela	mik	angela88@mai...	0	N/A	Edit



In order to ensure your teachers receive the password reset email, they must have a **valid email address** registered with their teacher account.

If you need to update a teacher's email address, refer to the **Edit Teacher Details** guide.

# Reading Eggs Guide: Manage Teacher Accounts



## Edit teacher details

- 01 Locate the teacher by typing their name in the search box or by browsing through your teacher list.
- 02 Hover your mouse over the teacher whose details you would like to edit and click the **'Edit'** button that appears on the right.
- 03 Edit the student's details and click **'Update Teacher'**.

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	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	<input type="button" value="Edit"/>
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	<input type="button" value="Edit"/>
<input type="checkbox"/>	aaa	aaa	cat12b@maili...	4	N/A	<input type="button" value="Edit"/>
<input type="checkbox"/>	adminteach	adminteach	adminteach	0	N/A	<input type="button" value="Edit"/>
<input type="checkbox"/>	Alice	Kane	alice.kane@b...		N/A	<input type="button" value="Edit"/>
<input type="checkbox"/>	Andrew	Bevan				<input type="button" value="Edit"/>
<input type="checkbox"/>	Angela	Munyard				<input type="button" value="Edit"/>
<input type="checkbox"/>	angela	mik				<input type="button" value="Edit"/>

# Reading Eggs Guide: Manage Teacher Accounts



## Print out Parent letters

01

Select the teachers you would like to print out parent letters for and click on **Parent Letters**. An email will be sent to the relevant teachers containing the parent letters.

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	First Name	Last Name	Login	Students	Trial End Date	
<input type="checkbox"/>	a	a	aaa1@mailina...	5	N/A	Edit
<input type="checkbox"/>	aaa	aaaa	a@ab.com	1	N/A	Edit
<input type="checkbox"/>	aaa	aaa	cat12b@maili...	4	N/A	Edit
<input type="checkbox"/>	adminteach	adminteach	adminteach	0	N/A	Edit
<input type="checkbox"/>	Alice	Kane	alice.kane@b...	1	N/A	Edit
<input type="checkbox"/>	Andrew	Bevan	andrew.bevan...	0	N/A	Edit
<input type="checkbox"/>	Angela	Munyard	angela.munya...	0	N/A	Edit
<input type="checkbox"/>	angela	mik	angela88@mai...	0	N/A	Edit