

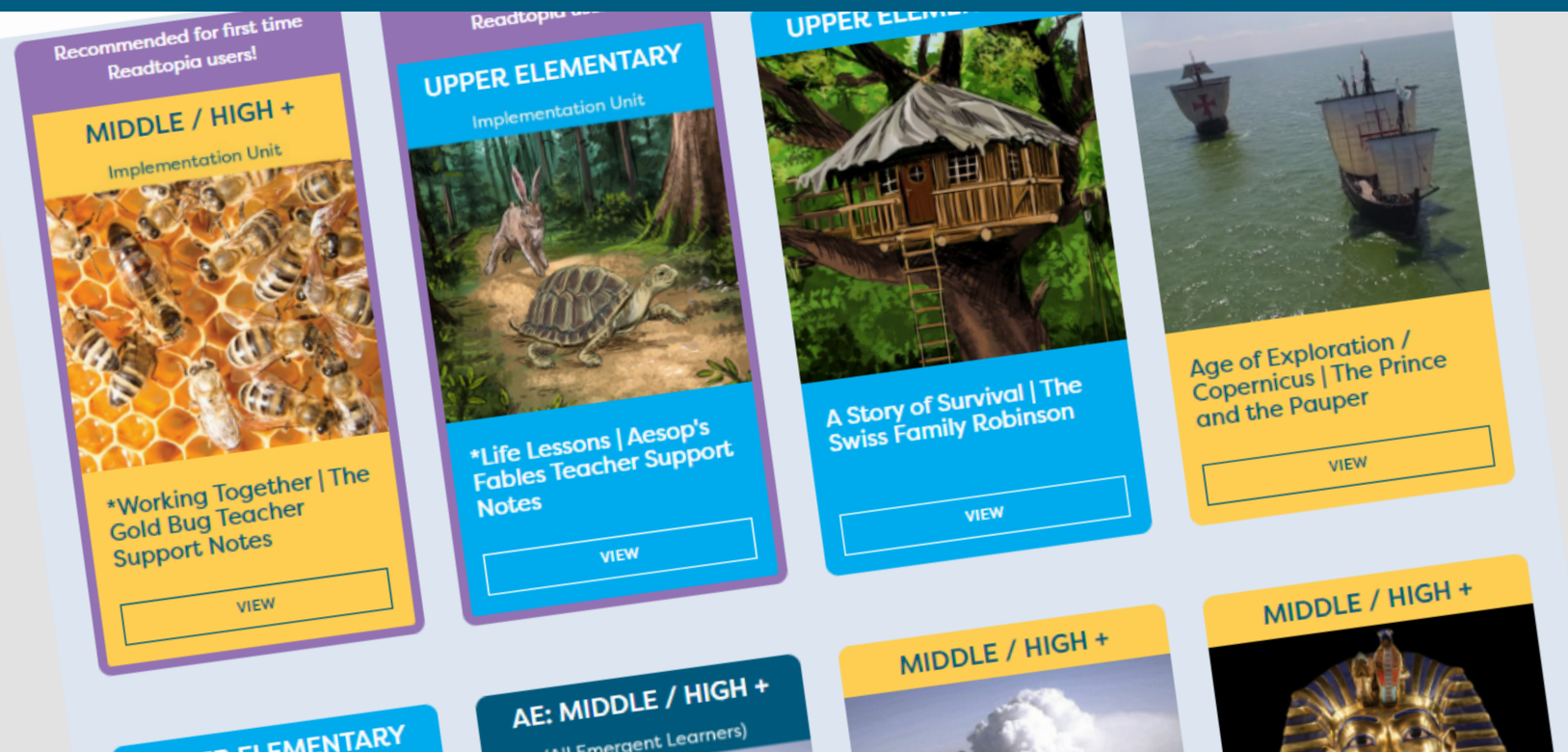


Readtopia[®]

by Building Wings

How ALL learners soar.

Reference Guide



What's Inside

Activating a License p. 3

Creating Educator Accounts p. 4

Managing Educator Accounts p. 5

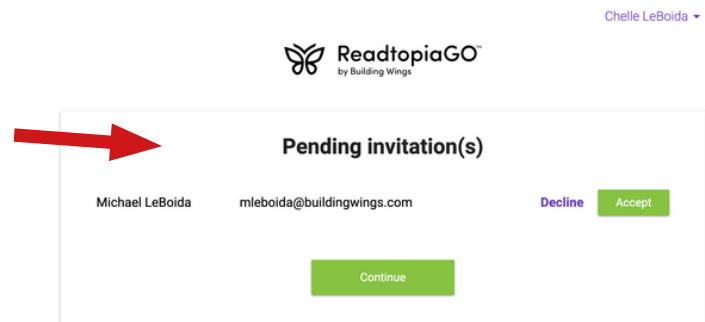
Signing in as an Educator p. 6

Activating a License

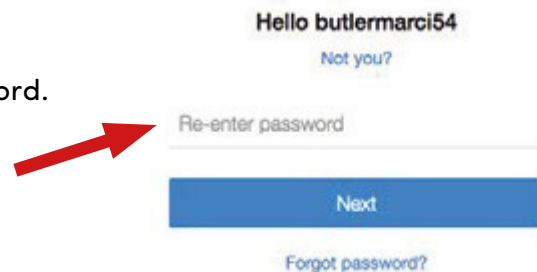
Signing in from your invitation email:

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

2. Click **Accept** in the email.



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



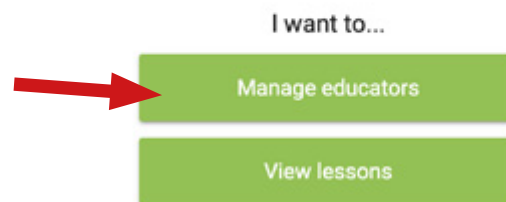
Note:

The email address used to activate this license will also serve as the log in credentials to access the tool moving forward at myreadtopia.com.

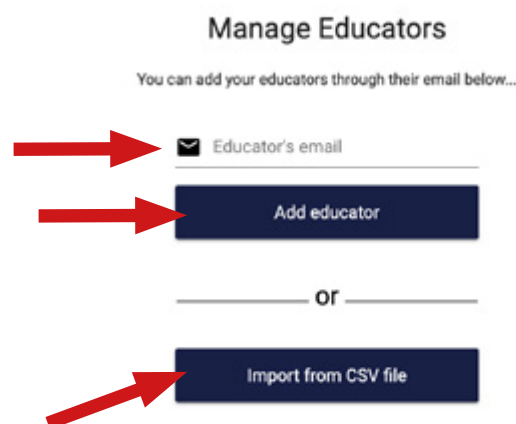
Creating Educator Accounts

To add educators to the Readtopia license, follow the steps below:

1. Sign in at myreadtopia.com.
2. Click on Manage educators.



3. Enter the email address of the educator.
4. Click on Add educator.



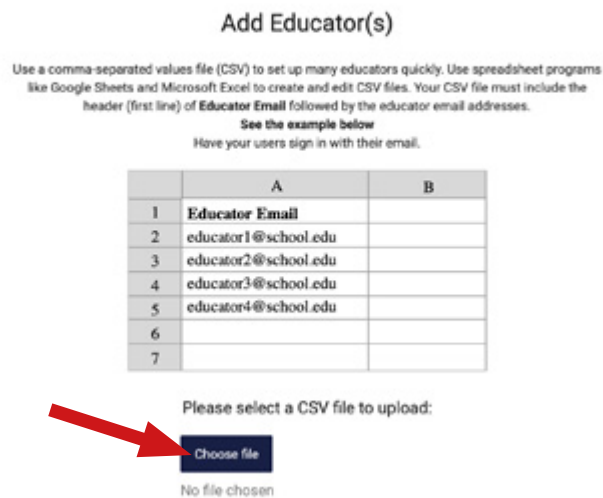
TIP:

To add multiple educators at once, click the Import from CSV file option. Download the template, copy in the email addresses and upload the template.

Note:

After adding educators to the license, please communicate with staff to go to myreadtopia.com and click sign in. See page 6, "Signing in as an Educator" for details.

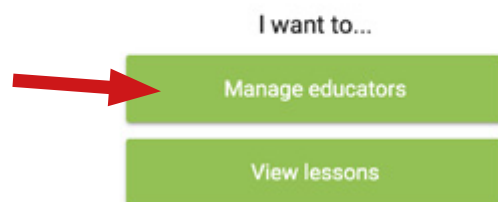
*No emails will be sent to the staff but rather to the Readtopia site.



Managing Educator Accounts

To adjust permission levels from an Educator to an Administrator, follow the steps below:

1. Click on [Manage educators](#).



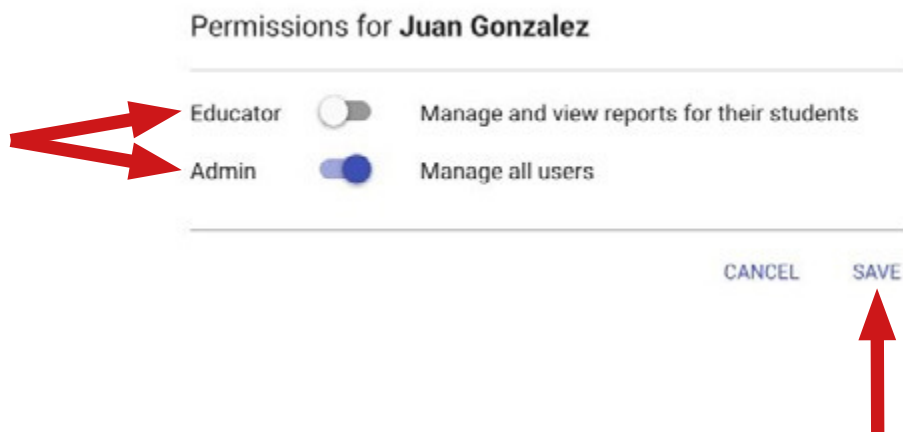
2. Find the educator's name that you want to adjust to another permission level.

3. Click on the settings cogwheel to the right of the name.



4. Toggle [ON](#) the new Administrator permission level.

5. Toggle [OFF](#) the Educator Permission level.



6. Click [SAVE](#).

Educator Permission Levels:

For ease of use, please select one permission level that best fits the staff member's role regarding the license. All staff are added to the Readtopia license at the educator permission level.

EDUCATOR:

Educators have access to the Readtopia curriculum, which can be found at myreadtopia.com.

ADMINISTRATOR:

Administrators have the ability to add or remove educators and adjust educator permission levels.

SIGNING IN AS AN EDUCATOR

Google Email Address:

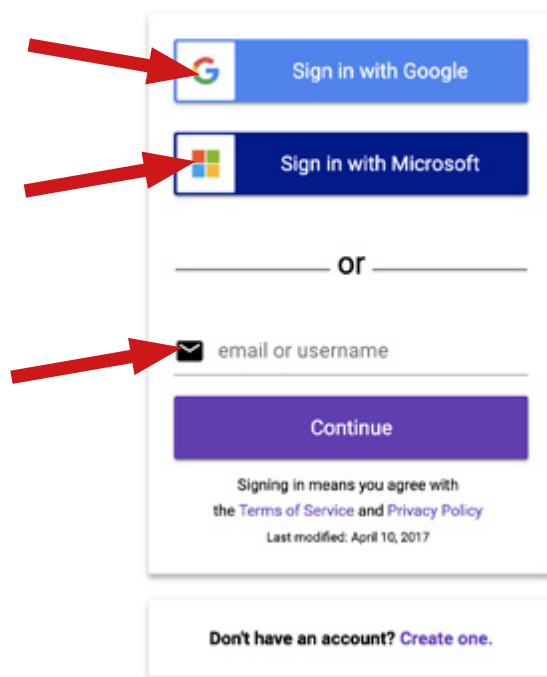
1. Navigate to myreadtopia.com.
2. Click Sign in with Google.
3. Type in your email address.
4. Type in your password.
5. Click on the pending invitation.

Accept Microsoft Live or Office 365 Email Address:

1. Navigate to myreadtopia.com.
2. Click Sign in with Microsoft.
3. Type in your email address.
4. Type in your password.
5. Click on the pending invitation.

Accept Other Email Addresses:

1. Navigate to myreadtopia.com.
2. Type email on the gray **email or username** line.
3. You will get a message saying "You are not recognized. Would you like to create an account?"
4. Click [Create one](#).
5. Navigate to your email inbox to find the confirmation email.
6. Find the 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.





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