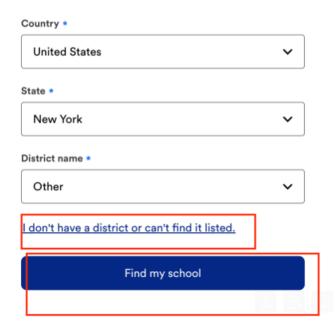
## **Steps for Creating a NewsELA Account**

When a tutor registers,

- 1. Create your account under the **K-12 teacher** section
- 2. Add your personal details: name, email, password, etc.
- 3. You will come to the screen that says **let's find your school**. Click on **I don't have a district or I can't find it listed** (in their system, we are listed as a school and not under district, so we need to take this other route).
- 4. Then select the Find My School button

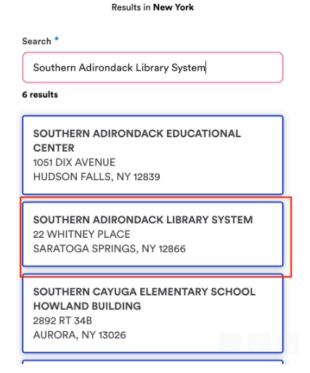
## Let's find your school.



#### After this,

- 1. You'll get to a section that asks you to **Please choose your school**.
- 2. Here you will type **Southern Adirondack Library System**. It should pop up and select the school.

### Please choose your school.



It will then ask you to check and you will press submit.

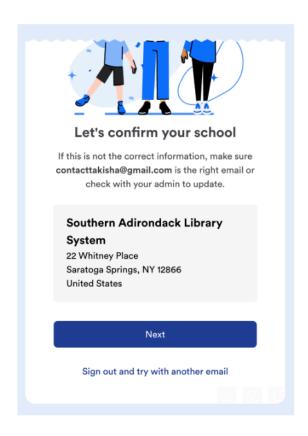
# One last check! Everything look good?

Your school:

**SOUTHERN ADIRONDACK LIBRARY SYSTEM** 22 WHITNEY PLACE SARATOGA SPRINGS, NY 12866, US



And you will see a screen to confirm your school and you will press **Next**.



You will get an email to validate your account which you need to open and complete the steps in that email. It's pretty quick.

Once you have created your account, email your name and the email account that you used to <a href="mailto:triliteenter@gmail.com">triliteenter@gmail.com</a>. Once we have the information we can get your account upgraded to the professional license level. This takes a day or two so please take that into account in your planning.