

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.

Country ★

United States ▼

State ★

New York ▼

District name ★

Other ▼

[I don't have a district or can't find it listed.](#)

Find my 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.

Results in **New York**

Search *

Southern Adirondack Library System

6 results

SOUTHERN ADIRONDACK EDUCATIONAL
CENTER
1051 DIX AVENUE
HUDSON FALLS, NY 12839

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

SOUTHERN CAYUGA ELEMENTARY SCHOOL
HOWLAND BUILDING
2892 RT 34B
AURORA, NY 13026

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

Submit

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




Let's confirm your school

If this is not the correct information, make sure contacttakisha@gmail.com is the right email or check with your admin to update.

Southern Adirondack Library System
22 Whitney Place
Saratoga Springs, NY 12866
United States

Next

[Sign out and try with another email](#)



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 trilitcenter@gmail.com. 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.