



Read Live Set-up Tasks: One School with One Teacher

☐ Log into your Read Live account

1. From the [Read Live Home Page](#), click **Staff Member**.
2. Enter the account number, user ID, and temporary password provided in the activation email.
3. Click **Log In**.

☐ Add a School

1. From the navigation menu, select **Account & School Administration**.
2. Click **Add School**.
3. On the School Details page, enter/change the name for the new school.
4. Click **Save and Close**.

☐ Add a Student Individually

1. From the navigation menu, Select **Student Administration**, and then click **Student Setup**.
2. Click **Add Student**.
3. Any field with an asterisk will need to be filled in.
4. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

☐ Create a Student Passwords Report

1. Log in to the Staff Member Module.
2. From the navigation menu, select **Reports**.
3. Click **Student Passwords**.
4. Select the students to include in the report by checking the boxes next to their names. You can select one student at a time, or shift-click to choose a range of students from the list.
5. Click the **Generate Report for Selected** button.
6. To print the report, click the **Print** button. Treat the list of passwords as confidential.

For more information on setting up your Read Live account:

- [Setting up your Read Live Account](#)
- [Adding a School](#)
- [Adding a Student](#)
- [Creating a Student Passwords Report](#)

For additional support:

- [Read Live Help Page](#)

Still have questions?

- [Contact us online](#)
- Email Support@ReadNaturally.com
- Call us at **800-788-4085**

Our support team is available
Monday-Friday 8:00-5:00 CST

