

SCHOLASTIC ART & WRITING AWARDS

Educator's Guide to Administering and Creating New Student Accounts

1. Log in and go to "students" section of your account
2. Select "Add Students" from the tabs at the top of this page
3. The first option is to view a list of students who have already activated accounts at your school. To access their account, you will select "Request Admin Rights" and will need to provide their email address.
4. If you do not see your student listed above, you can search for your student's inactive account (meaning they participated in the Awards in past years, but have not logged in to reactivate their account) by entering their email. You can then "Request Admin Rights."
5. If you do not find your student using the steps above, you will need to create a new student account and will need their email, grade, and school information to begin.



2017 ONLINE REGISTRATION SYSTEM

Ima Teacher
Five Five Seven School

DEADLINES
All deadlines are effective 11:59PM ET
Art deadline: 12/15/2015
Writing deadline: 12/15/2015
Future New deadline: 12/15/2016

ACCOUNT
Dashboard
Your Information
Logout

MANAGE
Students 1
Educators
Your Submissions

TOOLS
Reports

Your Students **Add Students** 2

1) **View Students in Your School or Program**

Search the list of existing student accounts associated with your school or Other Educational Program.

- If the student has logged into ORS this season, they are considered to be "Active". In this case, click the "Send Request" button to ask them to add you as an administrator to their account. Make sure to let your student know that you have made this request.
- If the student has not logged in this season (ie. "Inactive"), you can obtain administrator rights by clicking "Administer Account." You will be required to provide the email address that the student used to log in as verification.

5 Student(s)

NAME (GRADE)	EMAIL	STATUS	ACCESS STATUS	ACTIONS
Capote, Truman (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Plath, Sylvia (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Thomas, Tom (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
Warhol, Andy (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS
West, Kanye (...)	...	Active	Not requested	REQUEST ADMIN RIGHTS

2) **Search for Your Student**

If you did not find your student in the list in Step 1, try to search for them by name or email using this form. Once you have located the student follow the procedures outlined in Step 1 to request administrator access or activate the account.

FIRST NAME:
LAST NAME:
EMAIL:

FIND STUDENTS

NAME (GRADE)	SCHOOL CITY, SCHOOL STATE	EMAIL	STATUS	ACCESS STATUS	ACTIONS
West, Kanye (...)	NEW YORK, NY	...	Active	Not requested	REQUEST ADMIN RIGHTS

3) **Create a New Account**

If you still cannot find your student, you can create a new student account. You will need to know your student's email address and contact information.

CREATE A NEW STUDENT ACCOUNT