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 name or email. If you have their email address, a search by email is recommended. 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.

