

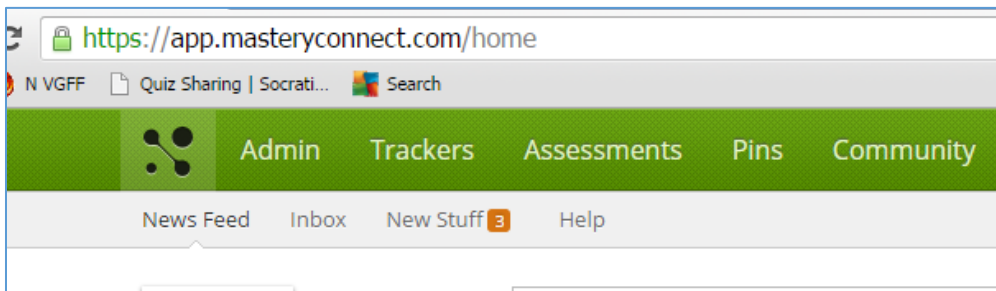
## Adding Teachers to SCORE21 and Resetting Passwords

Powered by MasteryConnect

- You must have administrator rights to be able to add a teacher to an account.
- Prior to getting started you should have received an activation email from MasteryConnect. This will allow you to set your grade, subject and private password. If you did not receive this email, please contact your district technology department to make sure that your name was submitted to MasteryConnect.
- Google Chrome is the preferred browser, Firefox is the second option.
- Type [www.masteryconnect.com](http://www.masteryconnect.com) into the address bar.

### How to add teachers to the account

- Click “Admin” in the green bar in the top left corner of your screen.



- Click “Add Teacher” in the top left corner of your screen



- Add the teacher information.

## Create A Teacher \*indicates a required field

**TITLE\***

**FIRST NAME\***

**LAST NAME\***

**SCHOOL EMAIL\***

**ALTERNATIVE EMAIL**   
*(in case your school/district blocks the activation email)*

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**SCHOOL\***

*(If your school is not listed, please contact support.)*

Prevent SIS From Updating School

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**ROLE**

**GRADE(S)**

<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade
<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade
<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade
<input type="checkbox"/> 10th Grade	<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> Kindergarten		

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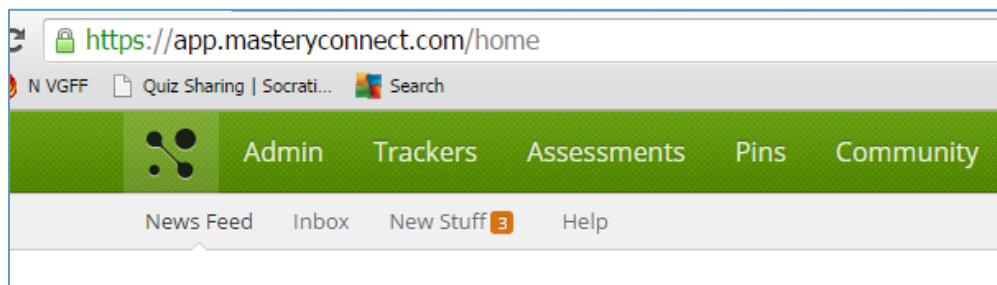
[Create >](#)

- Click the Orange “Create” button



## How to reset a teacher password

- Click “Admin” in the green bar in the top left corner of your screen.



- Scroll down and find the teacher’s name
- Click “Reset password” under the teacher’s information

