

Adding New Students in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #10150563)

To add new students:

- 1) Click the Users tile on the Home page.
- 2) Click "Add Student".
- 3) Enter the student's information in the appropriate blank fields. Information marked with an asterisk is required.
 -) First and last names are limited to 35 characters. The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Give each student his or her user name and password.
 -) If you don't see a School drop-down list, the student will be assigned to your school. If a School drop-down list is available, be sure to select the correct school.
 -) In the Grade drop-down, EE means Early Education.
 -) If you check the "User must change password" box, this student will be required to change his or her password when logging in for the first time.
- 4) If you want to add more students, click [Save and Add] and add the next student's information. If you want to add only this student, click [Save].