Waterford READING ACADEMY

Home Access for Waterford Reading Academy Quick Start Guide: **For Teachers**

Students can complete Waterford Reading Academy assignments from home, if needed. Here's how to set up at-home access for your students.

To allow at-home sessions:

- 1. Visit manager.waterford.org and log in to Waterford Manager.
- 2. Select Students.
- 3. Select your class.
- 4. Click on the student name that you would like to set up at-home lessons for.
- 5. Select Set Credentials.
- 6. Enter a username and password for the student.

Note: The default username will be your student's unique username ID. You can change their username, but it must be unique across Waterford's entire user database.

- 7. Select Save.
- 8. Send the username and password to the child's parents as an email or give them a physical copy.





Note: Student usernames and passwords must be set individually. If you would like to set up student usernames and passwords in bulk, contact Waterford Support at (877) 499-7997 or support@waterford.org for more information.