



Read Live: Account Set-up

☐ Log into your Read Live account

1. From the [Read Live Home Page](#), click **Staff Member**.
2. Enter the account number, user ID, and temporary password provided in the activation email.
3. Click **Log In**.

☐ Add a School

1. From the navigation menu, select **Account & School Administration**.
2. Click **Add School**.
3. On the School Details page, enter/change the name for the new school.
4. Click **Save and Close**.
5. Repeat above steps to add all schools (additional schools can be added later).

☐ Adding a Staff Member

1. From the navigation menu, Select **Staff Member Administration**.
2. Click **Add Staff Member**.
3. On the Staff Member Details page, enter the new staff member's name.
4. Select the staff member's role.
5. Select the staff member's school.
 - a. If a staff member needs to work in multiple schools, select **All Schools**.
 - b. If a staff member will only be working in a specific school, select that school.
 - c. Staff members in the School Coordinator role must be affiliated with a specific school.
6. Enter the staff member's email address and user ID.
7. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

For more information on setting up your Read Live account:

- [Setting up your Read Live Account](#)
- [Adding a School](#)
- [Adding a Staff Member](#)
- [Adding a Student](#)
- [Importing Student Data](#)
- [Creating a Student Passwords Report](#)

For additional support:

- [Read Live Help Page](#)

Still have questions?

- [Contact us online](#)
 - Email Support@ReadNaturally.com
 - Call us at **800-788-4085**
- Our support team is available
Monday-Friday 8:00-5:00 CST



☐ Add a Student Individually

1. From the navigation menu, Select **Student Administration**, and then click **Student Setup**.
2. Click **Add Student**.
3. Any field with an asterisk will need to be filled in.
4. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

☐ Add Multiple Students by Importing Student Data

1. Follow our [guide for importing student data](#) and [Importing Student Data](#).

☐ License Students in Read Live

Licensing Multiple Students in Read Live

1. Log in to the **Staff Member Module**.
2. From the navigation menu, select **Student Administration**, and then click **Application Access**.
3. If necessary, select a school from the View students at... menu.
4. [Sort and filter](#) the list of students.
5. Check the box next to the name of each student who needs a license and who will have the same lead teacher.
6. Click the **Manage Access to Read Live** button at the top of the page.
7. In the side menu, open the **Licenses & Lead Teachers** category.
8. Select the **Add Licenses to Selected** button.
9. Assign a lead teacher from the dropdown menu (optional).
10. Click **OK**.

Licensing Students Individually in Read Live

1. Log in to the **Staff Member Module**.
2. If you are a Teacher, from the navigation menu, select **Student Setup**. If you are an Account Administrator or School Coordinator, from the navigation menu, select **Student Administration**, and then click **Student Setup**.
3. [Sort and filter](#) the list of students to find the one to whom you want to assign a license.
4. Click the student's last name.
5. On the Student Details page, below the License heading, verify that a license is available.
6. Under License this student?, choose **Yes**.
7. Under Lead Teacher, choose a lead teacher for the student (optional).
8. Assign the student access to the appropriate combination of Read Naturally Live, Word Warm-ups Live, One Minute Reader Live, and Read Naturally Live–Español.
9. As each student is assigned a new Read Live license, the Read Naturally Live and One Minute Reader Live applications are assigned to that student by default.
10. Click **Save & Close**.



☐ **Enable Single Sign-On for Your Account's Students**

1. Account Administrators in Read Live can set up their account to allow single sign-on (SSO) by students. Doing so lets students use Read Live without entering a User ID and password each time they open the application.
2. Read Live currently supports ClassLink automatic rostering and single sign-on, Clever single sign-on, and Google Classroom logins.
3. Contact us at support@readnaturally.com or 1-800-788-4085, M-F 8:00-5:00 CST.

☐ **Create a Student Passwords Report**

1. Log in to the Staff Member Module.
2. From the navigation menu, select **Reports**.
3. Click **Student Passwords**.
4. Select the students to include in the report by checking the boxes next to their names. You can select one student at a time, or shift-click to choose a range of students from the list.
5. Click the **Generate Report for Selected** button.
6. To print the report, click the **Print** button. Treat the list of passwords as confidential.

