#T.E.A.C.H.
Training Educators and Creating Hope

Quick Start Guide to Using the #T.E.A.C.H. Course Website:
For New Residents

1. **Log In:** Enter your login credentials from the "Course Access" email you received when you were enrolled in the program. Navigate to https://educatorsuccess.com and click on the "Log In" link from the top menu. Enter your username and password and click the Log In button.

2. **Complete the Teacher Proficiency Assessment:** Click on "Teacher Proficiency Assessment" from the "Your Courses" table of your Course List page. Review the directions and click on the Assessment name to start the test. You are allotted one hour to complete it, and it must be done in one sitting. It consists of 75 multiple choice questions. You will be directed to complete this test multiple times throughout your #T.E.A.C.H. program. It can be taken an unlimited number of times. Save your certificate showing your test score to your computer when you have finished the assessment.

3. **Complete Courses in Numerical Sequence:** From your Course List page (My Courses from the top menu), begin with the Orientation course at the bottom of the "Your Courses" table and work through the courses from the bottom of the list to the top. New courses will appear at the top of your list when they are added to your account. Click on the course name to open it.
   a. Click on the first lesson in the "Course Content" table to begin the course.
   b. Click the "Mark Complete" button at the bottom of the lesson to move to the next lesson.
   c. Assignments should be submitted in either Microsoft Word (.doc or .docx) format, or PDF format using the upload tool provided. Clicking the "Browse" button will allow you to select the file from your computer. Clicking "Upload" will upload it to the Course Website.
   d. When you have finished your course, download and forward your certificate of completion to your Instructional Coach via email so they know your course is ready to be graded. Your Coach's contact information is contained in the "Course Access" email.
   e. When your Coach grades your course, Course Support will add another course to your account.

4. **Access Your Profile Page:** Click on "My Profile" from the top menu, or the "Edit profile" link found below your name on your Course List page. Your Profile page:
   - has a button to download your Unofficial Transcript
   - has links to any Assessments you are required to complete
   - lists the primary email address that #T.E.A.C.H. staff use to communicate with you
   - lists your Student ID number
   - allows you to change your password for the Course Website
   - allows you to update your address and phone number
   - allows you to update your employer and mentor information

Contact Course Support by email at support@trainingeducators.com, or by completing the contact form on the "Support" page of the Course Website. You can also call 1-866-479-7627 toll-free.

Course Support can assist you with:

- Changing your email address
- Changing your first or last name
- Adding more courses to your account if you have less than 3 unfinished courses currently assigned to you
- Resetting the upload tool if you uploaded an incorrect file to a lesson
- Technical issues with the Course Website

For technical support with the Google document Assessments found on your Profile page, please email techsupport@trainingeducators.com.