School Management/Setup

1. **Login to FIM with your Admin Credentials** *(If your district accesses FIM through a District Portal this is already done for you – no need to read further).*

2. Select **School Management – Manage Staff** to add or verify staff names & emails.

3. Click **Add more staff members** if setting up a new school or adding new teachers:
   a. An email will be sent to new staff members asking them to activate their FIM account.
   b. They will receive one additional email confirming their account creation & email address – must be done within 5 minutes.

4. Next, assign teachers to their teams/classes. Locate a teacher > click the icon under Teacher Role(s) > click **Manage Teacher/Team Assignments**. *Tip: Hover over the Icons under Login Status and Admin Role to manage access to FIM.*

NEW Onboarding Process!
Now entirely online to get your students enrolled in First In Math easily!
5. When **Assigning Teachers to Teams** the selected teacher appears highlighted in blue; drag-and-drop OR click the green button to add them to an unassigned team. **Note: Team will become highlighted in green to verify assignment.**

### Assign Teachers to Teams

**NEW IN 2021:** Teachers will be able to carry over their account and use the same logins each year! Our new permissions-based system also allows an account to be upgraded with admin rights (School View) or Co-Teacher rights (shared team access) where indicated.

These upgrades will benefit everyone, and we are here to help you understand them! Call us at 800-242-4542 or 610-253-5255 if you have questions or need help setting up your First In Math program!

*Live support hours are M-F from 9 to 4 ET - call 24/7 at any hour to leave a recorded message and your contact number.*