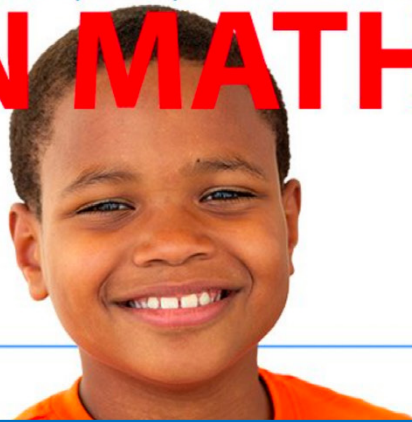


Energizing every child to learn, love, and live math™

FIRST IN MATH®

Math success
begins here!

firstinmath.com



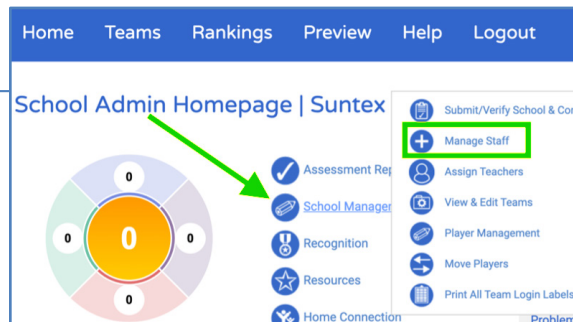
“HOW TO”
SERIES

NEW
Onboarding Process!
Now entirely online to get
your students enrolled in
First In Math easily!

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.*

School Staff Management

Use this page to manage teachers and school admins in First In Math.

Add more staff members

Search:

Name	Email	User Id	Login Status	Admin Role	Teacher Role	
Shelley Rosen	shelley@24game.com	TLsysuy	✓	✓	✗	✓ Manage Teacher/Team assignments
Shawn Collier	shawn@24game.com	TLxzhqz	✗	✗	✓	
Nicole Kufrovich	nicole@24game.com	TLhkrdh	✓	✓	✓	
Nancy Hill	nhill@risd.k12.nm.us	TLgwnbn	✗	✗	✗	
Nancy Kane	nancy@24game.com	TLfslqe	✓	✓	✗	
Cathy Koslowski	nancy123@24game.com	TLqkimo	✗	✗	✗	
Mr. Nash	mnash@firstinmath.com	TLdmzel	✓	✗	✗	
SHERYL A.ROBERTS	mikanmama@yahoo.com	TLrdxvu	✓	✗	✗	

Yellow = The user account has neither admin nor teacher assignment

PAGE 1 OF 2

Questions? info@firstinmath.com | 800-242-4542 (M-F 8-4 ET)



“HOW TO” SERIES

FIM School Management/Setup - continued.

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

Teachers Teacher Name Filter:

Teams Grade Filter: Having no leader

Shelley Rosen Tlayuy	<No Class Name> <No Team Leader> Grade Unassigned leo16pa	<No Class Name> <No Team Leader> Grade Unassigned helix22pa	<No Class Name> <No Team Leader> Grade Unassigned theorem5pa	<No Class Name> <No Team Leader> Grade Unassigned sun7pa	<No Class Name> <No Team Leader> Grade Unassigned brave46pa
	<No Class Name> <No Team Leader> Grade Unassigned hop69pa	<No Class Name> <No Team Leader> Grade Unassigned sk135pa	<No Class Name> <No Team Leader> Grade Unassigned baker70pa	<No Class Name> <No Team Leader> Grade Unassigned dodge79pa	<No Class Name> <No Team Leader> Grade Unassigned natural1pa

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.*

PAGE 2 OF 2

###

Questions? info@firstinmath.com | 800-242-4542 (M-F 8-4 ET)