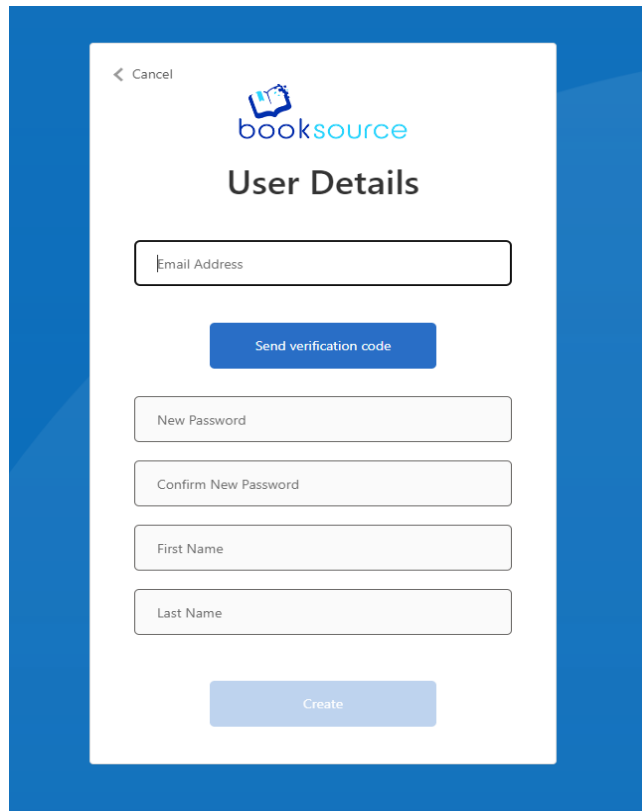


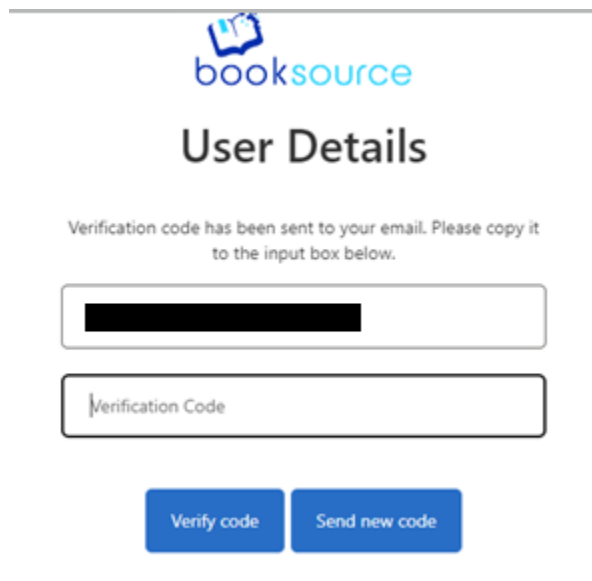
Create a New Booksource Classroom Account

After June 1, 2024



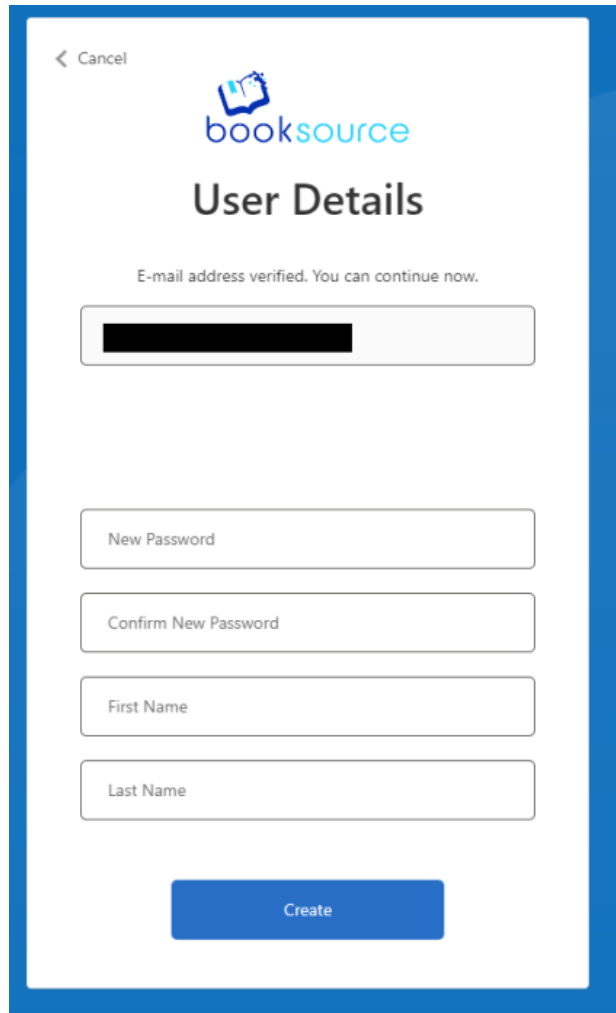
A screenshot of a mobile application interface for creating a new Booksource Classroom account. The screen is titled "User Details" and features the Booksource logo at the top. Below the logo, there is a text input field for "Email Address". A blue button labeled "Send verification code" is positioned below the email field. Further down, there are three more text input fields: "New Password", "Confirm New Password", "First Name", and "Last Name". At the bottom of the form is a light blue button labeled "Create". The entire form is set against a white background with a blue border.

- 1.) To create a new Booksource Classroom account, start by entering your email address and selecting "Send verification code."



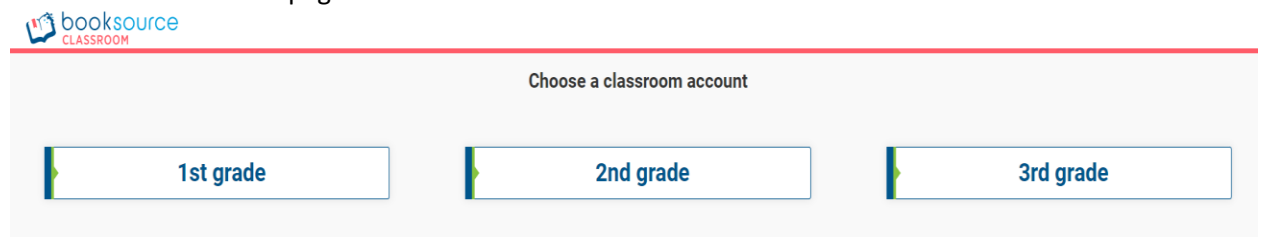
A screenshot of the "User Details" form in the Booksource application, showing the verification step. The form is titled "User Details" and includes the Booksource logo. Below the title, a message states: "Verification code has been sent to your email. Please copy it to the input box below." There are two input fields: the first is a blacked-out box representing the received verification code, and the second is a box labeled "Verification Code" for the user to enter. At the bottom, there are two blue buttons: "Verify code" and "Send new code".

- 2.) You will receive an email from Microsoft on behalf of Booksource with the subject, “Booksource account email verification code.” Please enter the code from the email into the Verification Code field and click “Verify code.”



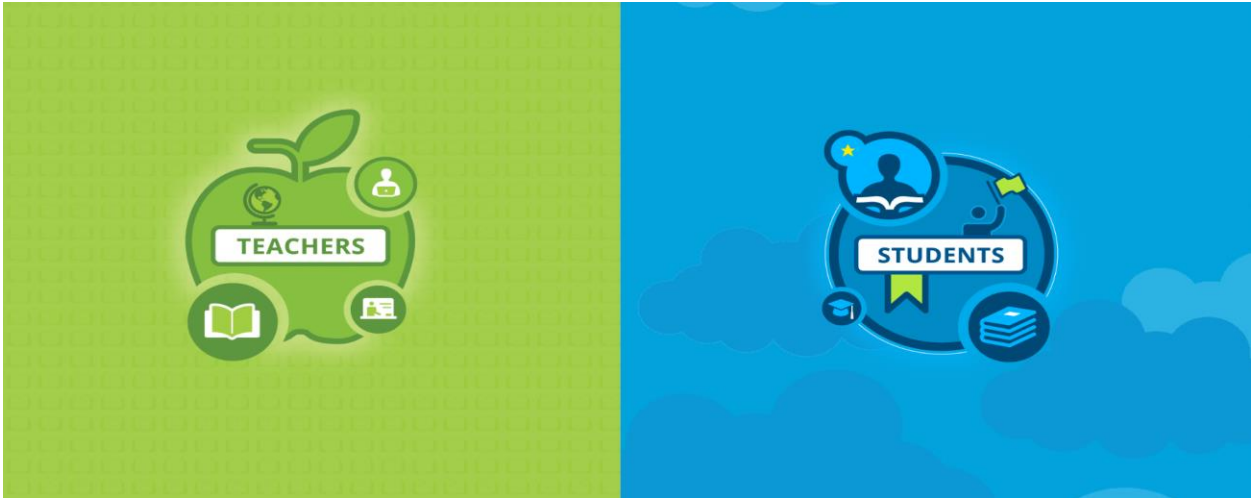
The screenshot shows a mobile-style form titled "User Details" with the Booksource logo at the top. A message states "E-mail address verified. You can continue now." Below this are several input fields: a verification code field (partially obscured by a black bar), a "New Password" field, a "Confirm New Password" field, a "First Name" field, and a "Last Name" field. A blue "Create" button is positioned at the bottom of the form.

- 3.) After entering and verifying the code, you can fill out the next four fields with your password (you’ll be notified if it doesn’t meet the strength requirements), confirm your password, and provide your first and last name. Click “Create,” and you’ll be logged into your Booksource Classroom account, where you’ll be prompted to set up your first classroom account.
- 4.) Once you have one or more Classroom accounts, they will be listed on your “Choose a Classroom Account” page.



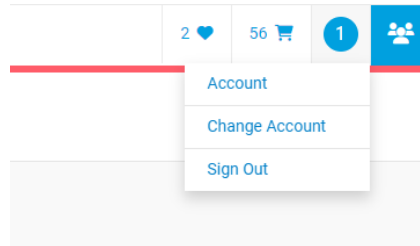
The screenshot shows the "Choose a classroom account" page with the Booksource Classroom logo at the top left. The page title is "Choose a classroom account". Below the title are three buttons: "1st grade", "2nd grade", and "3rd grade". The "1st grade" button is highlighted with a green arrow on its left side.

- a.) Once you select your classroom account, you will be taken to the Teacher/Student login page.

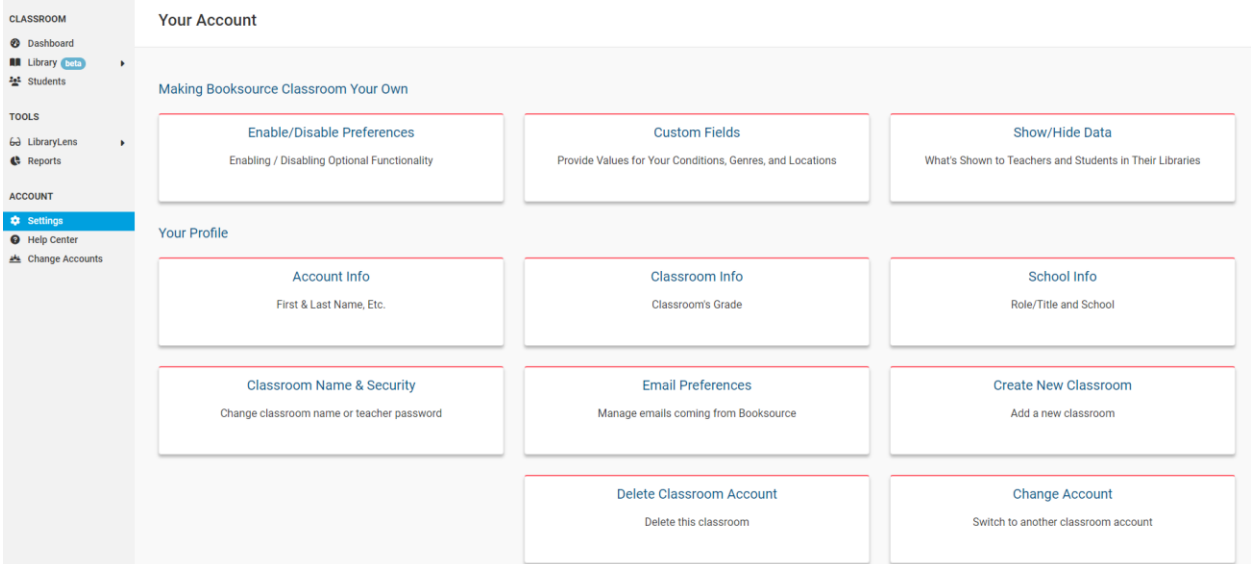


b.) To access the administrative side of the site, select “Teachers.” You will be prompted to log in with your teacher password. If you’ve forgotten your password, click “Forgot your password?” and an email will be sent to the address associated with your account.

c.) To switch between accounts, hover over the number or letter in the upper right-hand corner or go to settings and select “Change Account.”



d.) The settings page provides the administrative view for your account



Account Info: Select this option to change your first or last name on your Booksource Classroom account.

Classroom Info: Select this option to change the grade level associated with the classroom account you are currently logged into.

School Info: Select this option to change the school associated with the classroom account you are currently logged into. Note that different classroom accounts can be associated with different schools. However, if you update your title/role in one classroom account, it will be updated across your entire Booksource Classroom account.

Classroom Name and Security: Select this option to change the name of the classroom account you are currently logged into or to update the teacher password.

Email Preferences: Select this option to update your email preferences with Booksource or to unsubscribe from emails.

Create New Classroom: Select this option to add additional classroom accounts to your Booksource Classroom account. You will be prompted to add a classroom name and a teacher password.

Delete Classroom Account: Select this option to delete the current classroom account you are logged into. Deleting your classroom account will remove all students and books and cannot be undone. We recommend downloading an export of the classroom account's library before deleting. Deleting your final classroom account will delete your entire Booksource Classroom account. If you also have a Booksource.com account, it will not be affected by this action.

Change Account: Select this option to switch to another classroom account under your Booksource Classroom account.

For more assistance with getting started on your Booksource Classroom account, please refer to these help articles for detailed information.

[Solutions : Help Center \(freshdesk.com\)](https://freshdesk.com)