



# Teacher Quick Start Guide

## > Register Your Instructor Account

- Go to [www.everfi.com/login](http://www.everfi.com/login) and click **Register** on the right hand side of the page.
- Click **Teacher** and enter your **state**.
- Search for your school name. Then click **Next** (Can't find it? Click "**Can't find your school?**")
- Complete your profile and select your desired course from the dropdown menu.
- Agree to the **Terms of Service**, click **Next**, and you'll see the EverFi Dashboard!
- If you already have an account, just go to [www.everfi.com/login](http://www.everfi.com/login) and click **Login**

## > Set Up Classes/Student Registration Codes

- Find the course you want to use and click **Create Class**.
- Enter the class name (e.g. Period 1 – Grade 8) and all additional information.
- A class registration code will automatically generate, save under **Classes & Codes**, and be emailed to you. You'll need this code for the next step.
- Repeat this for all of your classes.

## > Help Students Self Register

- Students visit [www.everfi.com/login](http://www.everfi.com/login), click **Register** and then click **Student/Learner**.
- Students enter class registration code you created and click **Next**.
  - Student usernames must be unique.
  - Student email addresses are NOT required.
  - Students must **Agree to the Terms of Service** before they can click **Next**.
- Click **Finished**, and get started!

Students can enroll in multiple courses by entering additional codes in the **Add a Course** box on the upper right corner of their dashboards and clicking **Add**. Students must re-enter their birthday before clicking **Next**.

If you have questions, please contact your local Schools Manager:

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