

Hello Learning Coach,

Below are instructions to set up your account! **Student Account set up below.**

- If the learning coach enrolled the student, the username and password created during the enrollment process should be used to log in to the Online school.
- If the learning coach did not enroll the student, please follow the steps below:

Step 1: Visit www.agora.org and click on OLS login



Setting up the Learning Coach Account

Step 2: Click Set Up Your Account

This is a screenshot of the K12 Online School login page. At the top, it says 'Login' and 'Welcome to the K12 Online School'. Below this, there are two main sections: 'Login' and 'Account Registration'. The 'Login' section has fields for 'User Name' and 'Password', each with a 'Forgot' link, and a 'Log In' button. The 'Account Registration' section has a heading 'Use your K12 Registration ID to set up your K12 account.' and a 'Set Up Your Account' button, which is highlighted with a red rectangle. At the bottom, there is a 'Terms of Use' link and a copyright notice for K12 Inc.

3. Enter the registration ID and home phone number used to enroll and continue through the screens. The registration id is a series of letters and numbers that must be entered as capitalized letters. This unique number was sent to you via an email sent to the email address you used during enrollment. (example: 4X5C-5X7G)

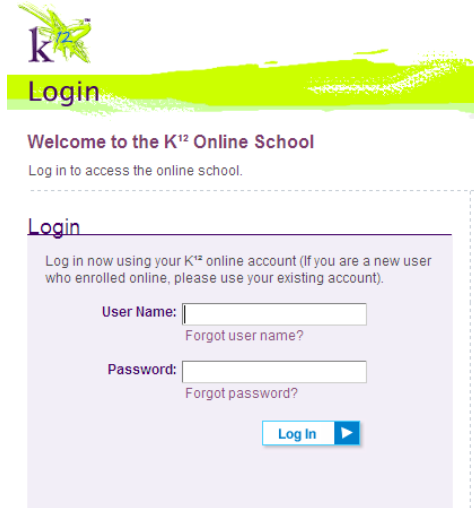
This is a screenshot of the K12 Account Setup page in a web browser. The browser title is 'K12 Account Setup - Windows Internet Explorer' and the address bar shows 'https://registration.k12.com/registration/step1.jsp'. The page has a yellow header with the K12 logo and the text 'Account Setup'. Below the header, there are three numbered steps: 1. Enter registration ID, 2. Set up your account, and 3. Set up your students' account (Optional). Step 1 is the active step. The main content area has a text box explaining that the user needs to register a username and password and provide their registration ID and phone number. There are input fields for 'Registration ID' (with a hint '(ex: A1B2-C3D4)') and 'Phone number'. A 'Continue' button is at the bottom right. A small callout box on the right asks 'Have you already set up your account?' with a 'Go to Log-In' link. At the bottom left, there are links for 'Terms of Use', 'Privacy Policy', and 'Copyright'.

Step 4: Next create a username and password. The Learning Coach **should not** provide the username or password to the student.

Once you have completed this process, you will be prompted to create a student account in a similar fashion. An account should be created for students in grades 4-12.

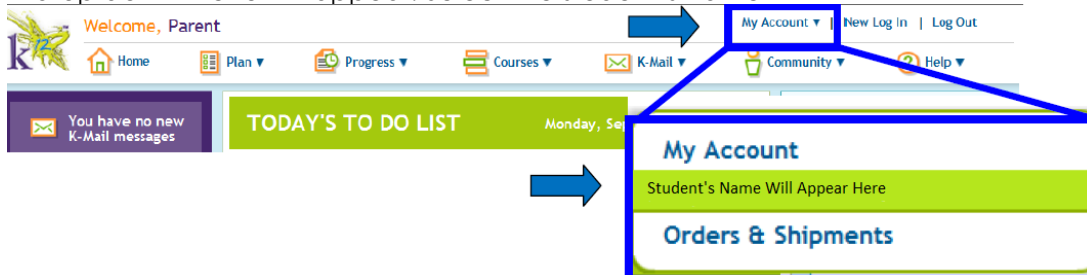
Setting up the Student Account

Step 1: Parent /Learning Coach logs into www.agora.org, select OLS login and enter Username and Password.

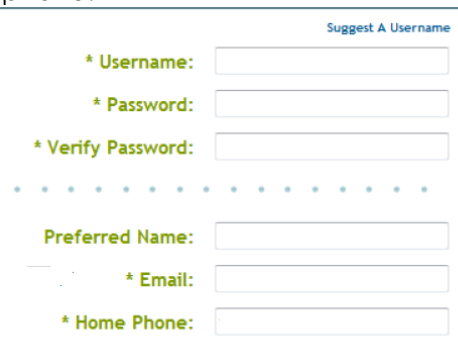


Step 2: Click "My Account" at the top of the home page

A drop down menu will appear. Select the student's name



Step 3: Enter a username and password for the student. You will be required to verify the password, as well as enter an email address and home phone.



Step 4: Select save

* **Email:**

' **Home Phone:**

UNITED STATES

Please contact your teacher or school office to update your addresses.



Congratulations you have set up the student and adult accounts!

After account setup is completed, we highly recommend families visit <http://agora.k12start.com>. In addition to the training videos on the tools you will use, you will find resources that we've developed to help you and your student(s) in this new learning environment.

If you experience any problems, please contact K12 Customer Care at 1-866-K¹²-CARE, or (1-866-512-2273).