## Steps to creating an

# **Educator Account**

**Step 1)** Choose "Create Educator Account".

Complete the registration page and click "Create Account".

You will get a message to check your email and verify the account.

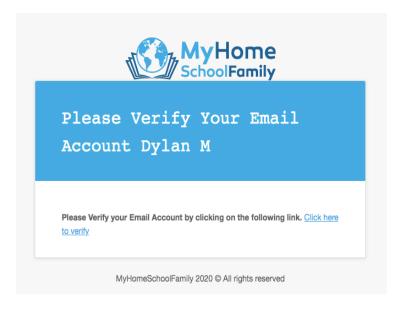


Please check your email and verify account! (You may want to check spam folder)

You will receive two emails. (check your spam folder if you are not seeing these emails in your inbox)

SENDER	SUBJECT	VIEW
• info@MyHomeSchoolFamily.com	Account Verification Charlie Brown	>
<ul> <li>Zoom no-reply@zoom.us</li> </ul>	Zoom account invitation	>

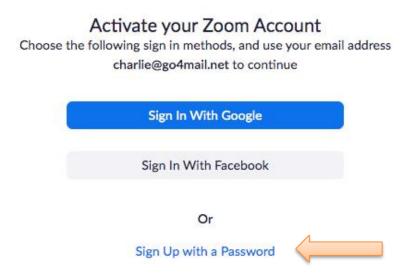
## **Step 2)** In **Email 1** verify your account:



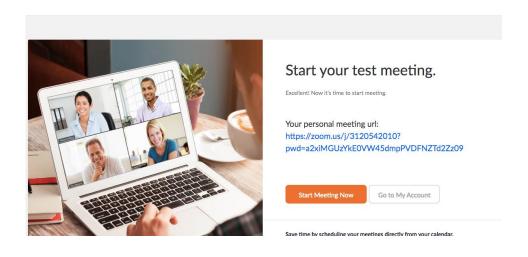
#### **Step 3)** In **Email 2** verify your free Zoom account.

Subject: Zoom account invitation zoom Hello Charlie Brown. My Home School Family (dmathieu@myhomeschoolfamily.com) has created a Zoom account for you. Please click the button below to activate your account within 30 days. Activate Your Zoom Account If the above button does not work for you. Copy and paste the link to your browser address bar and try again. https://api.zoom.us/activate\_help?code=x6ba7t-KK1faSHtbEHgXpNt\_5rtDN2ueD5c KfQiN8Co.BQgAAAFzCDvVeQAnjQATY2hhcmxpZUBnbzRtYWlsLm5ldAMWQ3NZ RmgzY1RSVVctWFBieW5jTlEtQWQWcWswVGh2OGVUUG1lT1F2N2lDOUpmUQAWOXB6Sm1OdW5Sbk9PYTRHcXFKdTFfUQAAAAAAAAAAAAfr=host inviteThank you for choosing Zoom. -The Zoom Team 

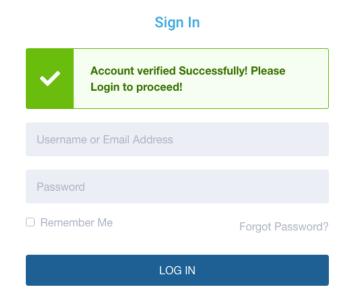
**Step 4)** Click on the *Activate Your Zoom Account* button and login. You now have a personal Zoom identification that automatically links to all the classes & tutoring sessions that you create.



**Step 5)** When you see this screen below, you are **done** and can close out.



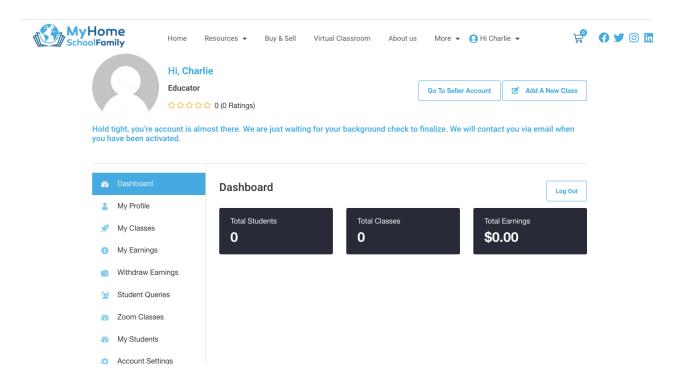
# **Step 6)** Proceed back to your "My Home School Family" Login screen and enter your newly created *Username* and *Password*.



Your educator account is <u>almost complete</u>! A MHSF representative will be contacting you within 48 hours via email to go over all necessary security documents. Until then, you have <u>full access</u> to the entire website except for publishing any classes.

If you are eager to begin creating classes or tutoring sessions, you do have the ability to create classes and save them as "Drafts". When you are fully activated, you can publish those classes and they will be live for students to view and enroll.

# Your "Educator" dashboard



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