How to Set up Sub Accounts (Student Log Ins) for Edheads

Sub accounts and log ins are basically the same thing. In order to have your students log in easily, you need sub accounts. Here’s a few quick things it’s good to know about sub accounts:

**How many students can log in to one sub account?** Sub accounts can accommodate the largest number of students on your membership. So, for instance, if you purchased the $20 Teacher/Family membership, each sub account can handle 30 students at one time. If you purchased a District membership for 10,000 students or more, then each sub account can handle 10,000 students logging in at one time, theoretically. It’s theoretical because 10,000 students can’t all type in the log in information accurately, and the log in will lock temporarily for 5 minutes if there are 5 incorrect attempts.

**How many sub accounts do I need?** We recommend 5 log ins be available for each class of 30 students signing in at one time. Larger districts where all the schools and classes start at the same time will need more log ins than a district where the schools and classes all start at different times. If you have 5 teachers wanting to use the site at the same time, we would recommend having 25 log ins, or sub accounts.

**How do I handle my class(es) logging in?** We suggest dividing your class into 5 sections, assigning one log in to each section. If some of the students get locked out temporarily, simply assign them another log in that is not locked to get everyone access to the site quickly and easily.

**How do I set up the sub accounts?**

*This is complicated to explain the first time around. Subsequent accounts will take less than a minute each to set up.*

1. Log into the master account. This will be the account that was first set up.
2. Go to the Manage Profile page
3. Look under Information and Settings for Sub Accounts, marked by an icon of a person and green plus sign.
4. Click on the Sub Accounts section and you will see a screen that looks like this:

![My Sub-accounts Screen](image1)

5. The screen indicates how many sub accounts you have and under that green bar, there is a URL for the Sub Accounts Direct Link. Copy this link.

If you think you have not received the correct number of sub accounts, please email us at info@edheads.org. However, please be advised that sub accounts are intended for multiple students to sign into at one time. Each student will NOT have their own personal sub account.

6. Open a new browser screen and paste the URL you just copied into the address line, right click and hit ‘paste and go.’ You will most likely be notified that you are already signed in to the master account. Sign out and then simply paste the URL a second time, hit ‘paste and go’ again and you should arrive at the second screen below.

![Second Screen](image2)
If you have a school or district account, you might have other choices that show up on this screen:

We don’t recommend using the District Staff accounts at all. They don’t convey any benefits and the master account already exists. If you wish multiple administrative people to help support the account, we recommend just sharing master account log-in information with these individuals. We strongly recommend that you do NOT use the same password for master accounts as for student accounts. It makes it too easy for students to access the master account.

For School and District accounts, you will want to set up a School Staff account. These accounts have access to all the content on the site, including the teacher’s guides, quizzes, worksheets, answer keys and community forums. The student accounts do NOT have access to anything but the games and glossaries. We strongly recommend that you do NOT use the same password for School Staff accounts as for student accounts. It makes it too easy for students to access the account and content the teachers may not want students to have (answer keys).

If you are creating the School Staff account, you will be asked to fill out an email and more information than will appear in the student accounts below. That is time consuming, which is why we recommend setting up just one teacher account unless you are in an extremely large district. Up to 250 or 1,000 or more teachers can sign on all at one time, so multiple teacher accounts are generally not needed, even for extremely large districts.

7. You will now begin to create the new sub account. Type in the user name as you want it to appear. This line is NOT case sensitive. We recommend using a series of user names that are sequential and will be easy for students to remember, such as ‘teacher01,’ ‘teacher02’ or ‘school01,’ ‘school02.’ All user names in the system must be unique so you may need to add numbers before or after the name or use abbreviations to make your chosen user name unique. We recommend using school name or teacher name, as these are likely to be more unique than the examples we provided above.

8. Then divide the user name into sections to fill out the other two blanks on the page. In this case, we went with ‘great01’ as the user name, and then put ‘great’ and ‘01’ in the other two boxes respectively. Fill in the validation code number and hit ‘continue.’
9. Now you can enter your password and the email of the master account. Please note the password must be 8 characters and contain numbers. The system may try to populate the password boxes for you. If you see something in those boxes, delete it and enter your password. Passwords for all student accounts can be the same, and we recommend you use the same password for all student accounts to simplify things.

Yup, I misspelled the email address, so THIS account would not go through. I actually recommend copying and pasting the email address here, to avoid just this situation!
10. Hit ‘submit’ above and you should get a screen that looks like this:

![Thank You for Registering](image)

11. Almost done! The sub account is now set up, but is has not been ‘approved.’ The email address that was entered in step 9 will receive a message asking for a ‘click back’ to approve the account. This step is necessary to use the account. Please look for the email in the email account or spam folders of the master account. If you can’t find it, email us at info@edheads.org and we can approve sub accounts for you on the back end.

The second time through will go much faster! Simply copy and paste the URL again (step 5) into the same browser page that says Thank You for Registering and you can begin the second sub account.

Thanks for supporting Edheads!