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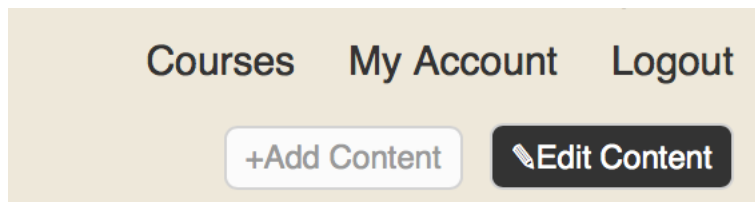# EarlyEdu Coaching Companion™ QuickStart Guide for Students

How to create a new account
1. Go to the EarlyEdu Coaching Companion™ URL for your program location.
2. Click **Register** in the lower left-hand corner.
3. Enter the requested information in the form: First name, last name, e-mail, create a password, repeat password to confirm, institution.
4. Click **Register**.

A confirmation email will be sent to your account.

How to edit account information
1. Click **My Account** on the home page in the upper right.

2. Edit the information in the form: Email, first name, last name, institution, program, or role.
3. Tap **Update User Settings** bar.

How to login
1. Go to the EarlyEdu Coaching Companion™ URL for your program location (e.g., www.location.earlyedu.org).
2. Tap **Click here to login**.
3. Continue from the home page, labeled **Courses**.

How to find a course from the home page
1. Go to the EarlyEdu Coaching Companion™ URL for your program location (e.g., www.location.earlyedu.org).
2. Tap **Click here to login**.
3. All currently registered courses will show on the home page.

4. Tap on the course to see grades, or add/edit assignment content, including videos.

How to view an assignment video

1. Click the correct course on the home page.
2. Click **View** next to the assignment to see the video.

How to add an assignment video

1. Click the correct course on the home page.
2. Click View next to the assignment from the list.
3. Tap **Add New Video** bar.
4. Browse to choose the file.
5. Enter the title in the **Title** text box.
6. Click **Upload**.
7. A progress bar will update as the file uploads automatically.
8. Wait for the file to encode. A message will tell you the encoding is in progress. The video will not appear until it has been automatically encoded.

> 🕐 This video has been successfully uploaded and is now being encoded, which may take several minutes.
> 0 seconds

9. Review the file when it is uploaded.
10. Rotate the image, if necessary, by clicking **Rotate**.
11. Tap the **Add Comments** bar to add text.
12. Click **Add Comment**.

How to compress a video

Video files over 500 MB must be compressed before uploading to the EarlyEdu Coaching Companion™.

We suggest using either **Any Video Converter** or **Handbrake** to compress video files.

How to download Any Video Converter or Handbrake

1. Download Any Video Converter or Handbrake.
2. Follow the download and installation instructions.

Any Video Converter video compression instructions for Mac or Windows.
Handbrake video compression instructions for Mac or Windows.

How to delete a video

1. Go to the **Assignment** page where the video is located.
2. Click **Edit Content** in the upper right.
3. Tap **Edit My Uploaded Video** gray bar.
4. Click **Delete**.

My Uploaded Video	
	Title

1	
	Order Number

Update   Delete

How to find assignment instructions and grading rubric

1. Click the correct course from the home page.
2. Choose the **Instructions** or **Grading Rubric** tab to see contents.

How to reset a password

1. Click **Reset Password** on the login page.
2. Enter the email associated with your EarlyEdu Coaching Companion™ account.
3. Tap **Submit**. The system will send an email with a temporary password.
4. Use the temporary password in this email to login.
5. From the home page, go to **My Account**.
6. Tap **Update Password**.
7. Enter a new password.
8. Enter this new password again.
9. Click **Update.**