Dear [Recipient]:

Congratulations on your purchase of Edivate™ Learn! We are excited to join you on your path towards a Personalized Learning environment. Contained in this letter you will find your Administrative login credentials and some instructions for the next steps.

Edivate Learn provides a customized domain for the district, and one for each school underneath the district domain. Each domain will have its own login credentials. With the district level Administrative information below you can setup the rest of your users.

|  |  |  |
| --- | --- | --- |
| **District URL** | **District Administrator Username** | **District Password** |
| [Insert URL here] | [Insert UN here] | [Insert PW here] |

We strongly encourage you to change these passwords the first time you login for security purposes.

If you purchased training you will be contacted soon to setup a date for it to be delivered. The person delivering your training will give you further instructions on what you need to do in order to be prepared for it.

The courses that have been added to your district library are listed below.

You will also receive a call to go over the Administrative functions like setting up Teacher and Student accounts. This meeting should occur prior to your onsite training day.

To obtain the batch import template for teachers, click here: <http://www.schoolimprovement.com/docs/Staff-Batch-Import-Template-for-Customer-Use.xlsx>

To obtain the batch import template for students, click here: <http://www.schoolimprovement.com/docs/Student-Batch-Import-Template-for-Customer-Use.xlsx>

To contact tech support: <http://help.schoolimprovement.com/edivatelearn>.

Lastly, please ask your IT team to make sure the following URL’s are allowed in through your firewall.

* \*.pearsonmaterial.com
* \*.speechstream.net
* \*.uniflip.com
* Specific content residing on cloudfront.net can be excluded via two Fully Qualified Domain Names (FQDNs):
  + d1ojvepzacx410.cloudfront.net
  + d2vzur8pjqbx1b.cloudfront.net
* \*.pearsoncmg.com
* \*.ecollege.com

If you have questions regarding the setup process or any next steps please let me know. My goal is to help make this implementation seamless.

Sincerely,­

[Your Name]

[Launch Coordinator]