

Best Practices for Onboarding School Students to the *Word of Life* Portal

Start Here:

***Word of Life* schools may invite students to the Portal using school email addresses. Each school may complete this process in a way that best fits its learning needs and technology setup.**

Students will need access to email once or twice during the registration process.

If students do not have email access, schools may consider one of the following options:

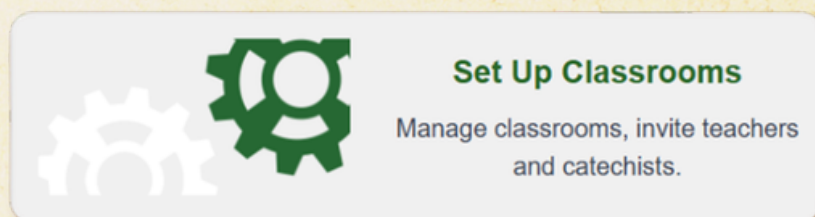
- Have a technology administrator complete student account setup
- If using Google Classroom, students may set up accounts without accessing email. See the Google Classroom instructions on the [**Word of Life Help Center**](#).

If neither option is possible, teachers can still use Portal resources in the classroom. **The Portal is designed to support teaching and learning even when students are not accessing it individually.**

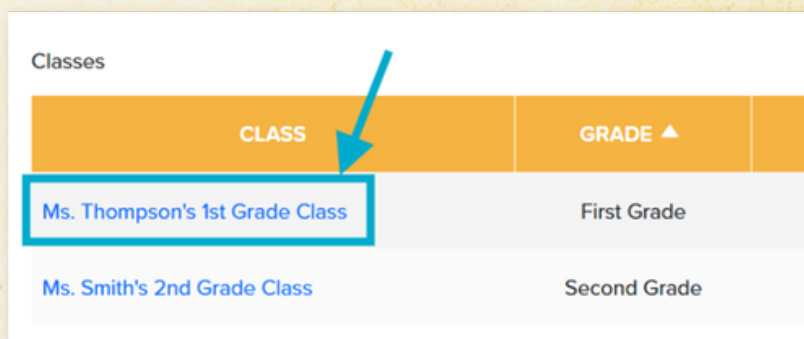
Step-by-Step Instructions for Onboarding School Students to the Portal:

Note: These instructions should only be followed **after** classrooms have been set up in the Portal by an administrator.

1. From the main page of the portal, click on [**Set up Classrooms**](#).



2. Click on a Class Name.



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3. Click *Add Parents*.

The screenshot shows the Word of Life portal interface. At the top, it says 'WORD of LIFE' and 'PORTAL | DEMO SCHOOL | MS. THOMPSON'S 1ST GRADE CLASS'. Below this, there's a 'SELECT ROLE' dropdown menu set to 'Admin, Demo School - US 80111, CO, Greenwo'. The main heading is 'Ms. Thompson's 1st Grade Class'. Underneath, there's a section for 'Teachers & Catechists' with an 'ADD TEACHERS / CATECHISTS' button. Below that is a table with columns: TEACHER / CATECHIST, EMAIL, STATUS, and ACTIONS. The table is currently empty. Below the table is a section for 'Parents' with an 'ADD PARENTS' button highlighted by a red box and an arrow pointing to it. Below the 'ADD PARENTS' button is another table with columns: PARENT, EMAIL, STATUS, and ACTIONS. This table is also empty.

Note: *Word of Life* Schools may invite both students and parents to the portal through the *Add Parents* feature. Parent onboarding instructions can be found on the **Word of Life Help Center**.

4. Choose how you'd like to invite students:

Option A: Enter student email addresses and click *Send Invites*. An email will be sent from support@wordoflifeseries.org. Students (or an administrator) must open the email and accept the invitation to access the Portal. It may be necessary to check the junk/spam folder.

Option B: Click *Copy Invitation Link* and share it in your classroom newsletter webpage. This link is **specific to each individual classroom**. Students can click the link to begin registration, but they will still need access to email to receive an authentication code.

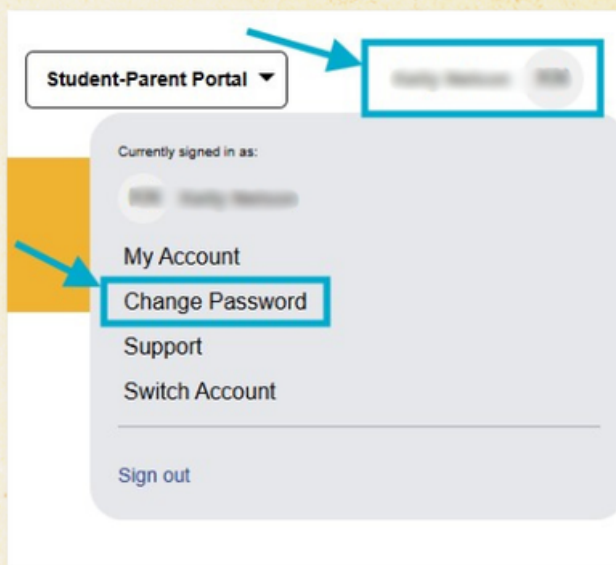
The screenshot shows the Word of Life portal interface for 'Add Parents to St. Augustine School, Mrs. Smith's First Grade'. At the top, it says 'WORD of LIFE' and 'PORTAL | ST. AUGUSTINE SCHOOL | MRS. SMITH'S FIRST GRADE | ADD PARENTS'. Below this, there's a 'SELECT ROLE' dropdown menu set to 'Admin, St. Augustine School - Demo'. The main heading is 'Add Parents to St. Augustine School, Mrs. Smith's First Grade'. Below this, there's a section for 'Enter Parent Email Addresses' with a text input field labeled 'Enter email addresses separated by commas'. To the right of the input field is a 'COPY INVITATION LINK' button. Below the input field is a 'SEND INVITES' button. Arrows point from 'Option A' to the 'SEND INVITES' button and from 'Option B' to the 'COPY INVITATION LINK' button.



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5. Students must either accept the email invitation (Option A) or click on the Invitation Link (Option B). Again, this step may be completed by an administrator if students do not have access to email. Students will be asked to confirm their email and click through a sign-up flow, and then they will be taken into the Student-Parent Portal.
6. Upon logging into the portal, students should create a password by clicking on their name, and then **Change Password**.



7. Students will use their password instead of an authentication code each time they log in, allowing continued access without checking email.

Best practice is to stay logged into the portal on their device to avoid repeated sign-ins.

We recommend testing out a sign-in process with one or a few students to ensure it works with your technology interface. For additional support, please email productteam@augustineinstitute.org.



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