

How to Use Passwords

Teachers, students and administrators all need passwords to sign in to Read:OutLoud.

Passwords allow for:

- Differentiated Learning
- Student privacy
- Assigning materials to specific students

Default Passwords

Read:OutLoud ships with default passwords. These passwords are not case-sensitive; for example, if you are a Teacher, you can type either **school** or **SCHOOL** in the **Password** field to sign in.

User	Password
Teacher	school
Student	123456
Administrator	Admin1

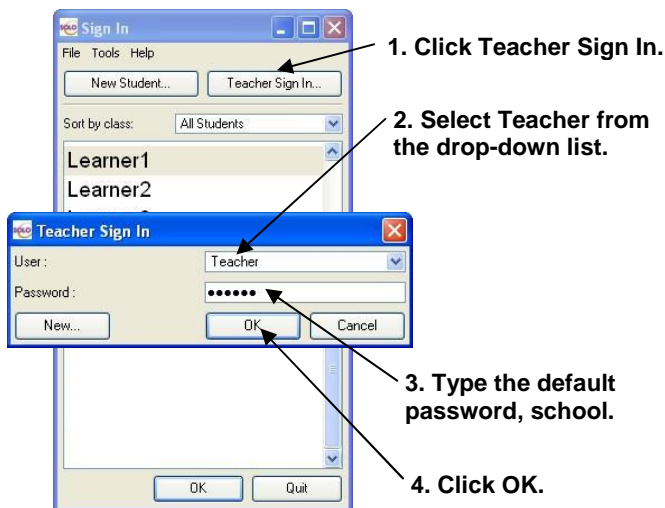
NOTE: Each character appears as a bullet point as you type it in the **Password** field. This ensures its privacy in case others can see your screen as you sign in.

NOTE: Every time you create a new student, Read:OutLoud assigns the default password **123456**.

How to Sign In

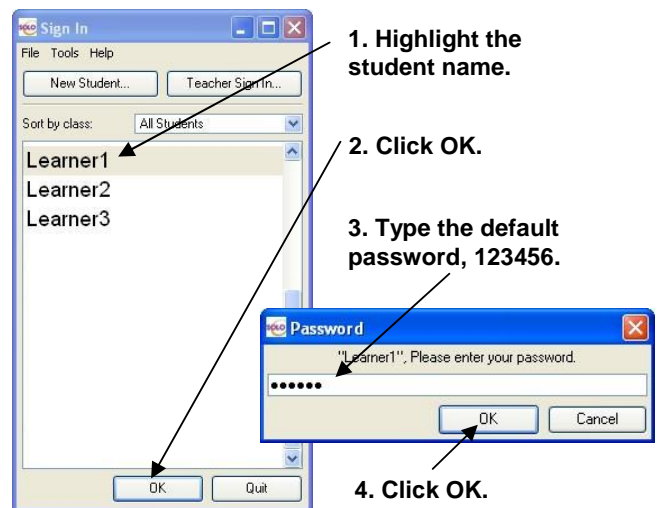
When you launch Read:OutLoud from your Desktop, the first screen you see is the Sign In screen.

To sign in as a Teacher:



1. Click Teacher Sign In.
2. Select Teacher from the drop-down list.
3. Type the default password, school.
4. Click OK.

To sign in as a Student:



1. Highlight the student name.
2. Click OK.
3. Type the default password, 123456.
4. Click OK.



For step-by-step procedures on how to change a password or view a password that was forgotten, see the **Help** menu in Read:OutLoud.