



The Creative Curriculum[®] Cloud

Getting Started Guide for Administrators

License Set Up

Follow the steps below to set up your license for *The Creative Curriculum*[®] Cloud in *MyTeachingStrategies*[®]. Each step links to a support article that will explain how to accomplish that step. If you already have a *MyTeachingStrategies*[®] account and have previously set up your license, skip ahead to the next section.

- Log in to [MyTeachingStrategies](#)[®].**
 - If you are new to *MyTeachingStrategies*[®], you will also receive an email that contains your username and temporary password. Follow the instructions in that email to log in and set a permanent password to *MyTeachingStrategies*[®].
 - If your license start date has not yet occurred, you will not be able to log in until that start date.
 - If you haven't received this email, check your spam or junk folders.

- [Add sites](#) for each of your physical locations (schools and centers).**
 - You will need to first [add programs](#) to *MyTeachingStrategies*[®] for each of your school districts or regional programs if you are an organization-level administrator.

- Add user accounts for each of your [teachers](#) and [administrators](#).**
 - For security purposes, be sure to use a unique email address for each new user.

- [Add classes](#) and [assign teachers](#) to them.**
 - Users with teacher access can also add classes, but cannot assign other teachers to classes.

- [Add child records individually](#) or [use the optional import feature to add multiple child records at once](#).**
 - Users with teacher access can also manually add child records, but cannot import.

Granting Access to *The Creative Curriculum® Cloud*

Follow the steps below to ensure your teachers have access to *The Creative Curriculum® Cloud*.

- [Allocate *The Creative Curriculum® Cloud* licenses to each class.](#)**
 - Teachers will not have access to curriculum resources without completing this step.

- Let teachers know they can now access *The Creative Curriculum® Cloud*.**
 - Teachers can then begin
 - [accessing the Digital Content Library](#),
 - [creating digital weekly plans](#) and [submitting them to you](#) for your review and approval, and
 - [adding families to *MyTeachingStrategies®* Family](#).

Additional Considerations

Below are tasks administrators regularly undertake in *MyTeachingStrategies®* to monitor their staff's use of *The Creative Curriculum® Cloud*.

- Regularly check the Weekly Plan Submissions page to [review and approve submitted weekly plans](#).

- [Emulate teachers](#) to review which *The Creative Curriculum® Cloud* resources they can access.

- Regularly [generate the Online Professional Development report](#) to track how teachers are [completing product tutorials and online courses](#) in the Develop area.