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## How to Start the Edmark Online School Year

All licenses for the Edmark Reading Program Online expire on July 31st each year. Be sure when you activate your new license that you select the correct school year for its use.

Here are some tips for starting the school year in the Edmark Online Reading Program:

### 1. ***If You're Using an Existing Account:***

- Go to the Edmark Online URL:  
edmarkreadingonline.com
- Sign In.
- Click the Help button on the top right of your screen. Select Add Seats if you have an Activation Code and enter the code.

#### ***Switch to School Admin to:***

- Archive the students from the previous year. Remaining students count against your new license seat total. Be sure you have enough seats for the students who will be participating. (School Admin: Please see Quick Start Guide.)
- Make any changes or additions to the Teachers in the account.
- Make any changes or additions to the Classes list.
- Give Teachers their own Sign In credentials (ID and password).
- Tell Teachers how many student seats they may create for their classes given the total number of seats you have purchased.
- Have Teachers Sign In at edmarkreadingonline.com and create their Students.

### 2. ***If You're Creating a New Account:***

- Go to the Edmark Online URL:  
edmarkreadingonline.com
- Select New School.
- Proceed through the dialogue boxes to enter your activation code and create a new school or district.
- View the Quick Start Guides and Tutorials at <https://www.proedsoftware.com/edmark/> for steps to add teachers and students.

3. ***Access any student reports by selecting Reports.*** Archived student reports are also available.

4. ***To purchase additional seats, contact PRO-ED at:***

proedinc.com

5. ***Questions? Please email us at*** support@pro-edinc.freshdesk.com

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