

# Reading Milestones

## INTERACTIVE



## How to Add Teachers

1. Go to <https://readingmilestones.com>, and sign in to your account. Only the School Admin can add teachers.
2. In the USERS column, click **Add Teacher**.
3. In the box that pops up, enter the teacher's first and last names, enter the teacher's email, assign a password, and click **Save**.
4. Teachers can enter students, make assignments, and see reports for their own students only.
5. Let teachers know their Sign In and how many seats they may use.

Reading Milestones INTERACTIVE 1 2 3

USERS

Students: 1 Teachers: 2 2023-2024 Seats: 5 Available Seats: 4 2024-2025 Seats: 27 Available Seats: 27

Add Student Add Teacher Add License Student MFA ? Sort by: Role

Level Name	Tag	MFA
1 Cat, Cookie	(No Tag)	<span>2 Assignments 0 Ungraded</span>
Dog, Pepper	(No Tag)	
Syn, Kiki	(No Tag)	

NEW TEACHER

First Name

Last Name

Email

Password

Password must be at least 12 characters.

Group Tag (Optional)

Password must contain:

- 12 to 32 characters
- 1 uppercase letter [ A-Z ]
- 1 lowercase letter [ a-z ]
- 1 digit [ 0-9 ]
- 1 special character [ #?!@\$%^&\*~ ]