

New Bedford Public Schools

1. Go to: <http://www.educationalleader.com/admin> in the address bar.
2. Enter username: **newbedford**
3. Enter password: **newbedford123**
4. Select number of users to be added.
5. Select the school.
6. Once these choices have been made, click “Start Adding Users”.
7. Enter First name.
8. Enter Last name.
9. Select subscription type that best fits.
10. Click the “Do you want to register the user” box so it is checked.
11. Enter username of teacher’s choice. This has to be alphanumeric, no symbols.
12. Enter e-mail address.
13. Enter password.
14. Re-enter password.
15. Double check information and click “Add new Users”.
16. That’s it, all done.