# Instructions for Site Administrators

**Thank you for teaching with the Choices Program's Digital Editions!**

This guide will provide step-by-step instructions for Site Admins for Digital Editions Site Licenses. You'll learn how to add, edit, and delete Users for your license.

To get started, log in with your email address and password at curriculum. choices.edu/login.

If you need additional support, check out our <u>Instructions for Digital Editions</u>, watch the Digital Editions <u>instructional playlist,</u> or read our <u>FAQs</u> for more information.

If you still have questions or need assistance, call 401-863-3155 or email <u>choices_digital@brown.edu</u>.

**Logging in for the first time?**

You should have received an email from the Choices Program directing you to create a password. If you didn't receive that email or you need to reset your password:

1. Go to <u>curriculum.choices.edu/ forgot-password</u>
2. Enter your email address
3. Click Send Password Reset link
4. Check your email for a reset link
5. Click on the emailed reset link
6. Choose a new password
7. Log into Digital Editions with your new password

# Adding Users

If you're a Site Admin, click here to see a list of all Users added to your Site License.

**Step 1:** Click here to add Users. You can add as many Users from your Site as you want.

THE CHOICES PROGRAM | BROWN UNIVERSITY

- 🌐 Dashboard
- 👥 Users
- ⚙ My Account
  - Licenses
  - Update Email/Password
- ◉ Getting Started
- ❓ Help
- ☑ Share Feedback
- ⇄ Admin View
- 🔒 Logout

💬 Messages

Users for **Your School, District or Organization**

Add User

Show 10 entries

Search for name or email

| NAME | EMAIL | ROLE | ACTIONS |
|------|-------|------|---------|
| Your Name | Your Email Address | Admin | ☑ |

Showing 1 to 1 of 1 entries

### Add User
Add a new user

NAME

Name

EMAIL

Email

ROLE

Teacher

Create

**Step 2:** Add a User's name and email address. Select either the "Admin" or "Teacher" role from the drop down menu. Note that other Admins can also manage Users. New Users will receive an email with login information. Click "Create."

# Editing or Deleting Users

If you're a Site Admin, click here to see a list of all Users added to your Site License.

Click here to edit a User's name, email address, or role.

THE CHOICES PROGRAM | BROWN UNIVERSITY

- 🌐 Dashboard
- 👥 Users
- ⚙ My Account
  - Licenses
  - Update Email/Password
- ⊙ Getting Started
- ❓ Help
- ☑ Share Feedback
- ⇄ Admin View
- 🔒 Logout

💬 Messages

## Users for Your School, District or Organization

Add User

Show [ 10 ] entries

Search for name or email

| NAME | EMAIL | ROLE | ACTIONS |
|------|-------|------|---------|
| Your Name | Your Email Address | Admin | ✎ |
| Teacher | choices_digital@brown.edu | Teacher | ✎ ✕ |

Showing 1 to 2 of 2 entries

Click here to delete a User. Note that deleting a User cannot be undone.