# 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 <u>curriculum</u>. <u>choices.edu/login</u>.

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

If you still have questions or need assistance, call 401-863-3155 or email <a href="mailto:choices\_digital@brown.edu">choices\_digital@brown.edu</a>.

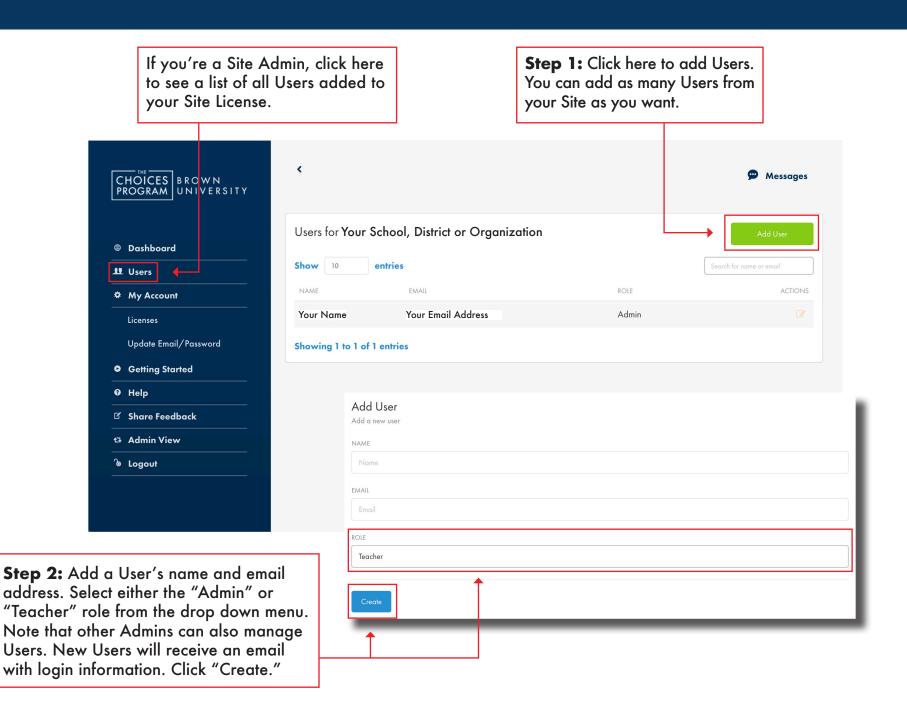
#### Logging in for the first time?

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/</u> <u>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**



# **Editing or Deleting Users**

