

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 [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 choices_digital@brown.edu.

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 curriculum.choices.edu/forgot-password
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 screenshot displays the user management interface. On the left is a dark blue sidebar with the logo 'THE CHOICES PROGRAM BROWN UNIVERSITY' and navigation links: Dashboard, Users (highlighted with a red box and arrow), My Account (Licenses, Update Email/Password), Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area is titled 'Users for Your School, District or Organization'. It features a 'Show 10 entries' dropdown, a search bar, and a table with columns for NAME, EMAIL, ROLE, and ACTIONS. The table contains one entry: 'Your Name', 'Your Email Address', 'Admin', and an edit icon. Below the table is a red-bordered 'Add User' form with fields for NAME, EMAIL, and ROLE (with 'Teacher' selected), and a 'Create' button. A red box highlights the 'Add User' button in the top right and the 'Create' button in the bottom left, with arrows pointing to them from the text boxes.

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 screenshot displays the user management interface for The Choices Program at Brown University. The sidebar on the left contains navigation options: Dashboard, Users (highlighted with a red box), My Account, Licenses, Update Email/Password, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area is titled "Users for Your School, District or Organization" and includes a search bar, an "Add User" button, and a table of users. The table has columns for NAME, EMAIL, ROLE, and ACTIONS. Two users are listed: "Your Name" (Admin) and "Teacher" (Teacher). The "Teacher" row has "Edit" and "Delete" icons in the ACTIONS column, both highlighted with red boxes. A red arrow points from the "Users" link in the sidebar to the table. Another red arrow points from the "Edit" icon to the text box above. A third red arrow points from the "Delete" icon to the text box below.

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	
Teacher	choices_digital@brown.edu	Teacher	

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