

# Pearson SuccessNet Quick Reference Guide for Teachers

[www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com)

## Getting Started with Pearson SuccessNet

Before you and your students can use SuccessNet, you need to complete three simple tasks:

1. **Register.**
2. **Log in.**
3. **Set up your classes and students.**

## Register — First-time Use

1. Go to the site: [www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com)
2. From the **Welcome** page, click **Register**.
3. Enter your **Access code**. Click **Next**.
4. On the **Enter Profile** page, enter your school's Zip code in the **Enter Zip code** text box.
5. From the **Select School or Building** list that displays, click your school or building name.
6. Choose a title from the menu in the **Title** box.
7. Enter **First Name, Last Name, Teacher ID, User name, Password, Confirm password, Password hint**.
8. In the **Security Question** box, select a question.
9. In the **Your answer** text box, enter the answer to your security question.
10. In the **Email address** text box, enter your email address.
11. In the **Confirm Email address** text box, enter your email address a second time.
12. Click **Register**.

## Log in

1. On the SuccessNet Home Page, type your user name in the **User name** text box.
2. Type your password in the **Password** text box.
3. Click **Log in**.

## Change Password

1. Once logged in to SuccessNet, click **My Account**.
2. Click **Edit Profile**.
3. In the **Password** field, enter your new password.
4. In the **Confirm password** field, enter new password again.
5. Click **Save Profile**.

## Forgot Teacher Password

1. On the SuccessNet Home Page, click the **Forgot your password** link
2. In the new window, type your user name in the **User name** text box. Click **Go**.
3. The system may prompt you for Username, Zip Code and School in order to determine your account information. Complete the fields. Click **Go**.
4. A hint will be provided. If you know the password based on your hint, click **Close** and complete the log in steps.
5. If you still do not know your password, answer the security question and select the **Email password** option.
6. An email will be sent to the email address you provided when you registered with your account information.

## Access Codes

An access code unlocks the products that are licensed to your school and is required to complete your registration for each product. When prompted, enter access code exactly as it is written.

Many Pearson products deliver the access code in the *Teacher Access Pack (TAP)*. Contact your site administrator or Product Support for Access Code information.

## Add Products after Registered

1. Have access code available.
2. Log in to your SuccessNet teacher account.
3. Select **My account**.
4. Select **My products**.
5. Complete fields and prompts.

## To Add Additional Products

1. Once logged in, select **My account**.
2. Select **My products**.
3. Select **Manage products**.
4. Select **Add new products**.
5. Complete fields and prompts.

## Creating a Class or Group

1. Once logged in, click the **Go to Class/Group Management** link, and then click the **Create a class** button.
2. Type the name of the class/group in the **Class/Group name** field.
3. Complete the following information:
4. **Period number** field and **Section ID** field (*optional*)
5. Select the **Products** to be used in this class/group.
6. Click **Save**.

**TIP:** Do not include teacher name in creating a class. The *Parent Letter* already provides the name of the teacher during the mail merge; therefore, the *Parent Letter* would read "...a student in Ms. Smith's Ms. Smith's Math class." A better naming convention is *Grade 1 Math*, as this will appear as "...a student in Ms. Smith's Grade 1 Math class."

## There are Four Ways to Add Students to Classes

**Option 1: Add students from a school roster** – If any of your students already have a SuccessNet user name, you can quickly choose them from a list.

**Option 2: Add students one by one** – If your students are not already in the system, you can add them one at a time.

**Option 3: Upload a class roster** – You can create a spreadsheet in a specified format, enter all your students in the spreadsheet, and upload them into your class.

**Option 4: Students can self-register** – You can give students the class access code that is provided when you create a class by giving them a printed copy of the student registration information.

### Editing a Class Roster

1. On your home page, click the **Go to Class/Group Management** link.
2. On the **My Classes and Groups** screen, click **View** in the **Roster** column for the class roster you want to view. The **Class/Group Roster** screen appears.
3. Click the **Edit roster** button.
4. On the **Edit Class/Group Roster** screen, type or select the information you want to change. Repeat this step for all students you want to edit.
5. After making your changes, click **Save**.

### Student Forgot User name and/or Password

SuccessNet does not provide password help for students; therefore, students will be directed in the system to ask teacher for password if they select the forgot password option.

#### To retrieve student User name and/or Password:

1. Go to **Manage Classes**.
2. Click the **View** link under the Roster column for the class that the student is in.
3. Locate the student name and click on the name link.
4. The student information is displayed.

**Note:** You may also change the password at this time.

### Using the Student Search Function

When you are adding students by selecting them from the school roster, the search function is useful to find the specific students based on the search criteria you choose.

#### To search for a specific student:

1. Type the student's first name, last name, or ID.
2. Click **Search**.
3. A list of students that match search criteria displays.

#### To search for several students:

1. Leave the name and ID fields blank.
2. Select a grade.
3. Click **Search** to list the students in the selected grade.

**TIP:** Search using an asterisk(\*) as a "wildcard", a placeholder for a sequence of letters or numbers.

- If you enter "al\*" in the first name field, a list displays of students with first names that start with "al".
- If you enter "\*nne" in the first name field, a list of students with first names that end in "nne" is displayed.
- If you enter "\*anne\*" in the first name field, a list of students with first names that contain the sequence "anne" is displayed.

### Printing Parent Letters

Parent letters explain how to access and log in to SuccessNet to get parents involved in the learning experience.

#### To print a parent letter:

1. On the **Class/Group Roster** screen, select the student for whom you want to print a parent letter by clicking the checkbox next to the student's name. You can select as many students as you want. To select all students in a class, click the checkbox in the top row.
2. After making your selections, click the **Print parent letter** button.
3. Click **Print** or **Print all**.

### Working with Notices

Posting notices to your students is an easy way to communicate to an entire class or individual students at one time. When you post a notice, it appears on your student's home page.

The **My Notices** screen displays a list of all notices you sent, the start and end date of each notice, and the notice status (current or expired.)

#### To post a notice:

1. From the **Select a Class** list, select the class or group name.
2. Click **Post a Notice**.
3. In the **Title** text box, enter the title or subject of your notice.
4. Enter the date that you want the notice to first appear for students using the mm/dd/yyyy format in the **Start date** text box.
5. Enter the date that you want this notice to no longer appear using the mm/dd/yyyy format in the **End date** text box.
6. In the **Notice** text box, enter your text.
7. Click **Next**.
8. Select **Send to entire class**.—or—Select at least one of the listed individual students by selecting the appropriate check box.
9. Click **Next**. SuccessNet displays a confirmation screen.
10. Click **Make changes** to return to the notice and make any changes.
11. Click **Publish notice** to send the notice.
12. After the notice is sent, your **My Notices** screen refreshes and displays the new notice.

#### To delete a notice:

1. Select the check box next to the notice you want to delete.
2. Click **Delete Notice**. A pop-up box appears asking if you are sure you want to delete the selected notice.
3. Click **OK**.

#### To view a notice you have sent:

1. Click the notice title hyperlink to view notice.

**Pearson SuccessNet Product Support is available**  
**Call: 1.800.234.5832 Email: technical.support@pearson.com**