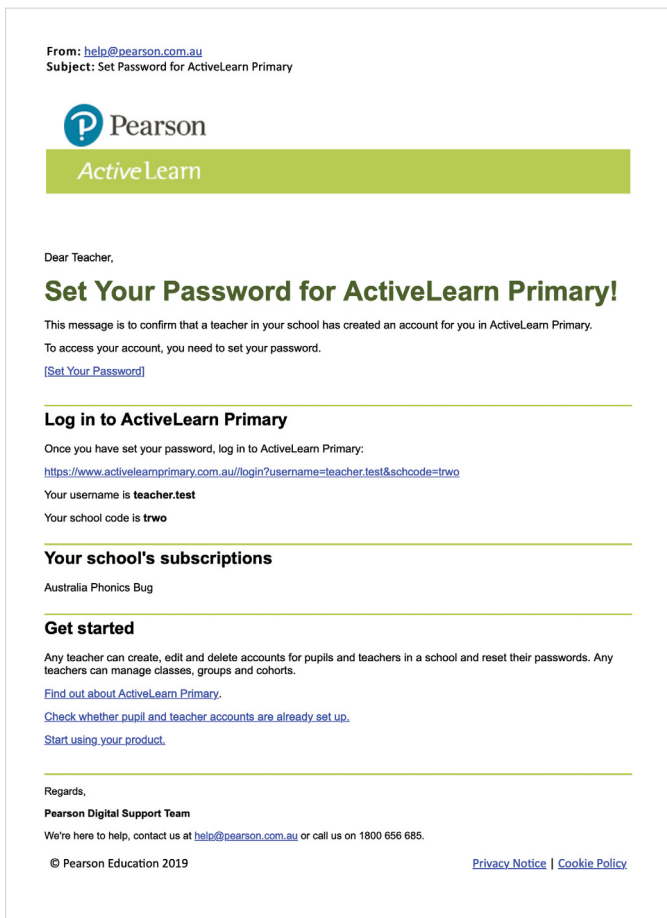




# ActiveLearn Primary Getting Started Guide

## 1. Log in to ActiveLearn Primary

You should have received an email with your log in details called, **'Set Password for ActiveLearn Primary'**. This email contains your system-generated username (you can personalise this later), your school code and a link to set your password.



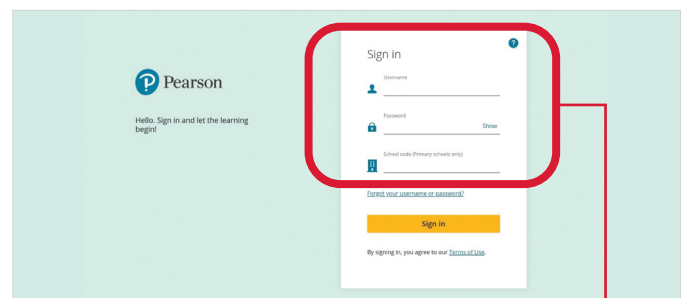
- Once you have chosen and confirmed your password, select the link to go to the *ActiveLearn Primary* log in page ([www.activelearnprimary.com.au](http://www.activelearnprimary.com.au)).

Help is available before logging in.



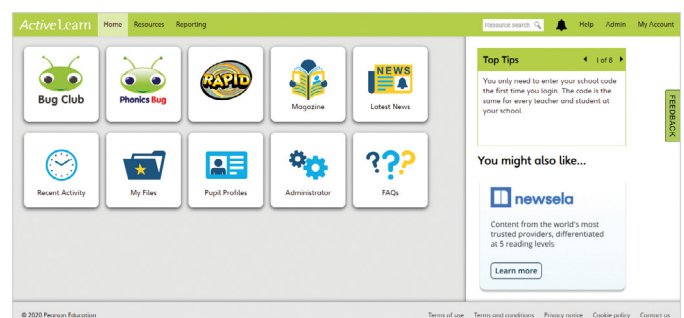
Check the system requirements for *ActiveLearn Primary* here.

- Select **Log in** and enter your username, password and school code on the sign in page.



Enter your sign in details here.

- Once you've signed in, you will be taken to the *ActiveLearn Primary* home page.



- Select the **'Set your password'** link in the email. This will take you to a page where you can create your password. Passwords for teachers need to be at least 8 characters long.

## 2. Creating your teacher and student accounts

Once you have logged into **ActiveLearn Primary**, you can set up user accounts for your teachers and students. Any teacher with an account can do this, so you can set up the whole school yourself, or you can get your teachers to set up accounts for the students in their class once they have their own log ins.

- Refer [here](#) for instructions on how to **create or update individual teacher accounts**.
- Refer [here](#) for instructions on how to **create or update individual student accounts**.
- Refer [here](#) for instructions on how you can use the **'bulk import'** functionality to create **multiple accounts at a time**.

These instructions can also be found in the **Help** section, in the top right corner of the *ActiveLearn Primary* platform.

### Trouble with creating accounts?

If you'd prefer our Digital Support Team to create your accounts for you, please email the details of your teachers and/or students to [help@pearson.com.au](mailto:help@pearson.com.au).

#### For teacher accounts we need:

- First name
- Surname
- Email address

#### For student accounts we need:

- First name
- Surname
- Year level

#### You can also include the following optional information for students:

- Preferred username
- Class
- Password

If the optional details aren't specified, a student will be given a system-generated username and their password will initially default to **'bug'**.

You will receive an email once the accounts you requested have been created. Your teachers will also be sent a system-generated email letting them know that their account has been created, along with their username, school code and the link to set their password.

## 3. Need help?

Refer to the **Help** section which is available before and after logging in to the platform.

You can also contact Pearson's Digital Support Team by email [help@pearson.com.au](mailto:help@pearson.com.au), phone **1300 473 277** or live chat [www.pearson.com.au](http://www.pearson.com.au)

