

# How to Use Passwords

Teachers, students and administrators all need passwords to sign in to the following programs:

- SOLO®
- Read:OutLoud®
- Draft:Builder®
- Write:OutLoud®

Passwords allow for:

- Differentiated Learning
- Student privacy
- Assigning materials to specific students

## Default Passwords

The programs ship with default passwords. These passwords are not case-sensitive; for example, if you are a Teacher, you can type either **school** or **SCHOOL** in the **Password** field to sign in.

User	Password
Teacher	school
Student	123456
Administrator	Admin1

**NOTE:** Each character appears as a bullet point as you type it in the **Password** field. This ensures its privacy in case others can see your screen as you sign in.

**NOTE:** Every time you create a new student, the program assigns the default password **123456**.

## How to Sign In

When you launch the program from your Desktop, the first screen you see is the Sign In screen.

### To sign in as a Teacher:

1. Click **Teacher Sign In**.

2. Select **Teacher** from the drop-down list.

3. Type the default password, **school**.

4. Click **OK**.

### To sign in as a Student:

1. Highlight the student name.

2. Click **OK**.

3. Type the default password, **123456**.

4. Click **OK**.



For step-by-step procedures on how to change a password or view a password that was forgotten, see the **Help** menu in your program.