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:

🚾 Sign In Sign Ir - I X 1. Highlight the 1. Click Teacher Sign In. File Tools Help File Tools Help student name. Teacher Sign In. New Student. New Student. 2. Select Teacher from Sort by class: All Students Sort by class: Y the drop-down list. 2. Click OK. ~ Learner1 Learner1 Learner2 Learner2 Learner3 3. Type the default 輕 Teacher Sign In password, 123456. User: Teacher Password 輕 Password New Cancel - OF "Learner1", Please enter your password. 3. Type the default password, school. 0K Cancel 4. Click OK. ПК Quit Quit 4. Click OK.

To sign in as a Student:

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.