



Read Live Account Set-up

Log Into Your Read Live Account

1. From the [Read Live Home Page](#), click **Staff Member**.
2. Enter the account number, user ID, and temporary password provided in the activation email.
3. Click **Log In**.

Add or Edit a School

1. From the navigation menu, select **Account & School Administration**.
2. Click the existing school name or click **Add School**.
3. On the School Details page, enter the name for the new school.
4. Click **Save and Close**.

Add a Student Individually

1. From the navigation menu, Select **Student Administration**, and then click **Student Setup**.
2. Click the existing school name or click **Add Student**.
3. Any field with an asterisk will need to be filled in.
4. Assign a license, lead teacher, and access to any of the four programs in Read Live.
5. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

Create a Student Passwords Report

1. From the navigation menu, select **Reports**.
2. Click **Student Passwords**.
3. Select the students to include in the report by checking the boxes next to their names. You can select one student at a time, or shift-click to choose a range of students from the list.
4. Click the **Generate Report for Selected** button.
5. To print the report, click the **Print** button. Treat the list of passwords as confidential.

For more information on setting up your Read Live account:

- [Setting up your Read Live Account](#)
- [Adding a School](#)
- [Adding a Student](#)
- [Creating a Student Passwords Report](#)

For additional support:

- [Read Live Help Page](#)

Still have questions?

- [Contact us online](#)
- Email support@readnaturally.com
- Call us at **800-788-4085**

Our support team is available
Monday-Friday 8:00-5:00 CST

