

Welcome to My.Zaner-Bloser!

The screenshot shows the login interface for My.Zaner-Bloser. At the top, there is a yellow banner with the 'ZB Zaner-Bloser' logo and the website URL 'my.zaner-bloser.com'. Below this is a grey bar with the word 'Home'. The main content area is white and contains a login form. On the left, there are two input fields: 'Username*' and 'Password*'. Below the password field is a blue link that says 'Can't access your account?'. On the right, there is a 'School id' input field, a checked checkbox for 'Remember School id?', and an unchecked checkbox for 'School Administrator Login'. At the bottom left of the form is a yellow 'Log in' button.

This website provides access to premium digital products offered by Zaner-Bloser. Users of this site fall into four categories:

1. Student Student activities on this site include the following:

- ◆ Receiving username, password, and school ID from their teacher.
- ◆ Completing any/all assignments made by their teacher.
- ◆ Using student-facing products.

If you are a student, your teacher should have given you a username, school ID, and password, which you may enter in the login screen shown above. If you need help logging in, talk to your teacher.

2. Teacher Teacher activities on this site include the following:

- ◆ Receiving a registration email from ZBTechSupport. This occurs after a license has been assigned by the School Administrator.
- ◆ Creating a personal password.
- ◆ Using teacher-facing products.
- ◆ If using student facing products:
 - Creating a class
 - Assigning products to the class
 - Creating student passwords
 - If using products which allow assignments:
 - Creating assignments
 - Creating class reports

If you are a teacher logging in for the first time, refer to the *First-Time Login* instructions on page 3 of this document. Otherwise, enter your username, school ID, and password in the screen shown above to access your account. If you can't remember your credentials, click *Can't access your account?*

3. School Administrator

School Administrator responsibilities include the following:

- ◆ Receiving a registration e-mail from ZBTechSupport.
- ◆ Creating a personal password.
- ◆ Creating a school ID, which should be easy to remember, as it will be used by teachers and students when logging in.
- ◆ Managing teacher and student accounts using the following methods:
 - Manual input, setting up accounts individually.
 - CSV import, using a CSV file to set up accounts in bulk.
- ◆ Assigning Licenses
 - Telling My.Zaner-Bloser which product licenses belongs to whom.
 - Upon license assignment, generating registration emails to teachers from ZBTechSupport.

If you are a School Administrator logging in for the first time, refer to the *First-Time Login* instructions on page 3 of this document. Otherwise, check the *School Administrator Login* option on the screen shown on the previous page. This removes school ID from the screen. Enter your username (e-mail) and password. If you can't remember your credentials, click *Can't access your account?*

4. Individual Consumer

Individual consumers have purchased online products for their own use. These users will be managing and using licenses. It is not necessary for an individual user to create any teacher accounts.

If you are an individual consumer, you will be logging in as a School Administrator, so follow the School Administrator instructions above. Rather than assigning licenses to teachers, you will be assigning licenses to your own school administrator account.

First-Time Login for Teachers and School Administrators

If you have received an e-mail from ZBTechSupport regarding the creation of an account in your name at my.zaner-bloser.com, try connecting to my.zaner-bloser.com using the longer link in the e-mail, which looks something like this:

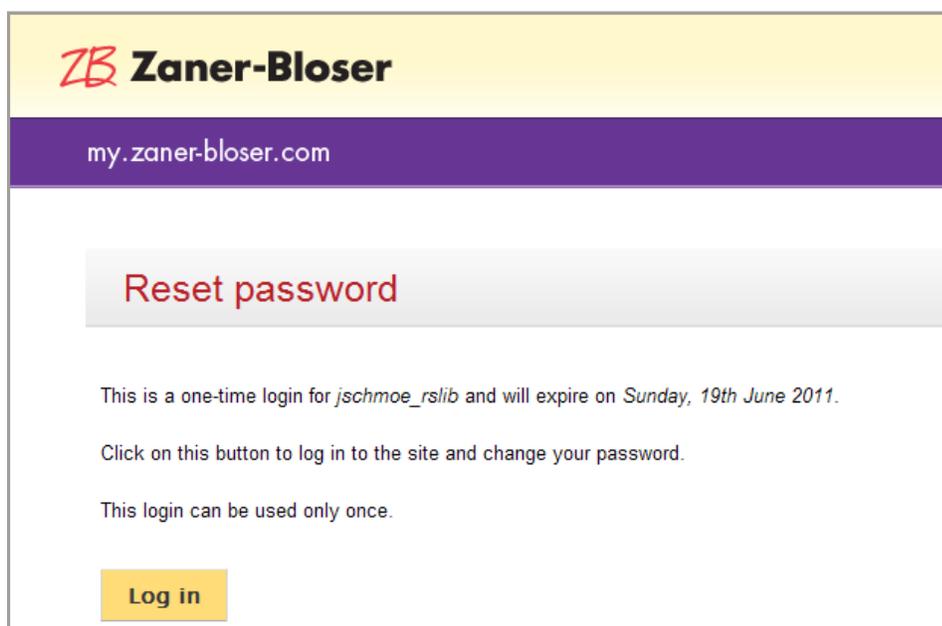
https://my.zaner-bloser.com/user/reset/197/1308926400/JPbngF4MG6PcB8GT-inQ_vFxxa9qrvJGLqMR6jK-rq8

eMail Link No Longer Active

The account activation e-mail link (shown above) is active for only 24 hours. If you missed the active window on this link, simply navigate to my.zaner-bloser.com and click [Can't access your account?](#) This begins the password change dialogue, which involves selecting an account type (Teacher or School Administrator) and providing your e-mail address. Within minutes of providing your e-mail address, you should receive another e-mail with a new temporary link like the one above. Follow this link to get to the password change page.

Teacher or School Administrator – Entering a New Password

The screen shown below is the first screen in the password entry process:



Click the *Log in* button to continue to the account maintenance page, which is shown on the next page.

The following screen allows you to enter a password:

The screenshot shows a web form for changing a password. At the top, there is a navigation bar with 'my.zaner-bloser.com', 'Home', 'My Products', 'My profile', and 'Log out'. A green notification box in the top right corner states: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' The user's name 'Bellum, Sara' is displayed. The form includes the following fields: 'E-mail address' (sarahbellumd@pd@yahoo.com), 'Password', 'Confirm password', 'First name' (Sara), 'Last name' (Bellum), 'School User Id', 'Grade' (a dropdown menu with '- Select a value'), and 'School/District'. A 'Save' button is located at the bottom left. A note below the password fields reads: 'To change the current user password, enter the new password in both fields.'

Enter a password that you can remember but others will not be able to guess. The stronger your password is, the harder it is for hackers to guess. We recommend using a strong password.

After entering your password and rekeying it for verification, you will need to specify which grade you teach. (If you're not a teacher, select any grade.) Click the *Save* button at the bottom of the screen when you're finished. If you have no additional changes to make, click the *Home* link at the top of the page.

Teacher or School Administrator – License Agreement

The first time you use your account, you will need to read and accept our License Agreement. If you agree with the terms, check the *I agree to the terms of this agreement* box, and click the *Accept* button.

Your Login Credentials

The screenshot shows the top navigation bar of the MY.ZANER-BLOSER website. It includes the logo 'ZB Zaner-Bloser' and the URL 'my.zaner-bloser.com'. The navigation menu contains 'Home', 'My profile', and 'Log out'. In the upper right corner, there are three dropdown menus: 'myschool', 'Teacher', and 'ocarr', which are circled in red in the image.

After logging in for the first time, please note the fields in the upper right corner of the screen. If you are a student or teacher, the first field will be your school ID. In the example above, the school ID is *myschool*. As a teacher or student, you will need to enter your school ID when you log in. You also need to know your username, which in the example above is *ocarr*.

Contacting Zaner-Bloser

Technical support questions for Zaner-Bloser technology products can be answered by e-mailing **zbtechsupport@zaner-bloser.net** or by calling **1.800.377.0824**. Technical Support representatives are available from 8:00 A.M. to 6:00 P.M., EST, Monday–Friday.

Glossary

<u>Term</u>	<u>Definition</u>
School Administrator	User who manages a my.zaner-bloser.com account for a school or district.
Teacher	Primary user of online digital products.
School ID	Unique identifier created by the school administrator for a district/school. This ID is necessary for students and teachers when logging in.
License	Legal permission to access copyrighted content owned by Zaner-Bloser. Each license is for a specific online product and has an expiration date.
Teacher-facing	Product designed primarily for teacher use.
Student-facing	Product designed primarily for student use.
User Guides	Reference materials available on my.zaner-bloser.com – available for school administrators and teachers.
CSV File	Comma Separated Values file format. This is a file format commonly used to import and export data. This format is similar to spreadsheet file format, so CSV files may be opened in Excel®.

System Requirements

Minimum Hardware Configuration

	Microsoft Windows [†]	Mac OS [*]
Processor	Intel® Pentium® 1GHz or faster processor	Intel Core™ Duo 1.33GHz or faster processor PowerPC® G3 500MHz or faster processor
Memory	512MB of RAM	128MB of RAM
Graphics memory	512MB of graphics memory	
Monitor Resolution	1024 x 768 or higher	
Browser Plugin(s)	Adobe Flash Player 10 [§]	

Supported Operating Systems and Browsers

Platform	Operating system	Browser
Windows	Windows 7	Microsoft Internet Explorer 8.0 [†] , Mozilla Firefox 3.0 [‡]
	Windows Vista [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 2.0, Safari [*] 3.0
	Windows XP [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 2.0, Safari 3.0
	Windows Server 2008 [†]	Microsoft Internet Explorer 7.0, Mozilla Firefox 3.0
Mac OS	Mac OS X v10.6 (Intel)	Safari 4.0, Mozilla Firefox 3.0
	Mac OS X v10.4.910 or 10.5.1 (Intel)	Safari 3.0, Mozilla Firefox 2.0
	Mac OS X v10.4.9 or 10.5.1 (PowerPC)	Safari 3.0, Mozilla Firefox 2.0

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