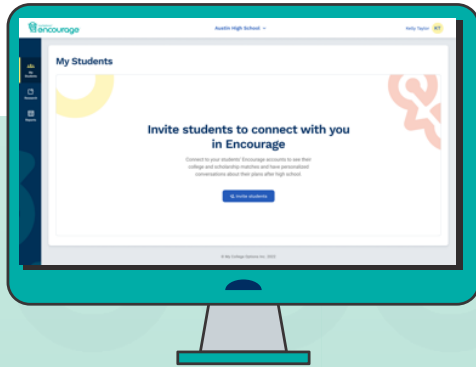


Connection Guide

1 Login to your educator account

Visit encourage.myoptions.org/login



2

Select **My Students** from the left menu, then click **Invite Students**.

3

Click **Instructions** for a full description of options and step-by-step student directions.



4

Selecting **copy all** on your invitation window allows you to email invitations to students.

Troubleshooting

Make a copy of the [Google Slides](#) deck to assist with classroom onboarding.

Students with existing **Encourage** accounts, **MyACT**® accounts, or those who participated in the **myOptions**® **Encourage**® **College and Career Planning Program** may need the following support:

Some Information Pop Up:

- This occurs when the student has some information in our system from MyACT or the college and career planning form.
- They should follow the directions below:
 - Click **Continue** to finish their account creation.
 - Click **Profile**.
 - Click the pencil icon next to **Your Educator Connections**.
 - Enter the educator PIN.

Existing Account Pop Up:

- This occurs when an email address is associated with an existing account.
- Students should follow the directions below:
 - Click **Sign In**.
 - Click **Forgot Password** for assistance.
 - Once logged in, click **Profile**.
 - Click the pencil icon next to **Your Educator Connections**.
 - Enter the educator PIN.

Students can remove educators by emailing help@encourageme.com with their name. For additional support email: info@encourageme.com