Administrator accounts

**QUICK-START GUIDE**

- Each IXL site license includes a special administrator account.
- Use this account to manage student and teacher accounts and lead your school to success.
- Sign in often to make the most of your site license!

1. Sign in to your IXL administrator account at [www.ixl.com](http://www.ixl.com).

2. Click **Account management** to get started.
On Account management, click **License info.**

Verify the contact information for your site license.

Print or e-mail instructions to help your teachers get started on IXL.

To change your administrator account password to something more memorable, click **change**.
On the Roster tab, select **Students** to see a list of all the student accounts on the master roster of the site license. Use this list to add, edit, or remove student accounts.

Searching and filtering make it easy to find students.

Click to view or edit.

Click to add a student or upload a roster.

After selecting a student, click on the pencil icon to edit.

Toggle to remove or reactivate a student.

When finished, click **Submit**.
7 On the Roster tab, select **Teachers** to see a list of all the teacher accounts associated with your license. Use this list to add, edit, or delete teacher accounts.

Create new accounts for your teachers—it's easy!

- Teachers can also create their own accounts using your site license activation key, available on the **License info** tab of your administrator account.

Click on any teacher to edit.

Congratulations!

Your school is ready to use IXL!
Encourage your students and teachers to sign in and explore their accounts.
Click **Analytics** to see your School Achievement, Teacher Engagement, and Progress and Growth reports.

Maximize success with our research-proven best practices!

Administrator reports contain data for every student on your site license and are not available through teacher accounts.
For easy reference, you can also view the content on any of the other tabs, just like in your students’ and teachers’ accounts.

Sign in often!

Your administrator account will help you manage your IXL site license and gain insights into all of your students!