How to Print Accelerated Reader User Names and Passwords for Classes:
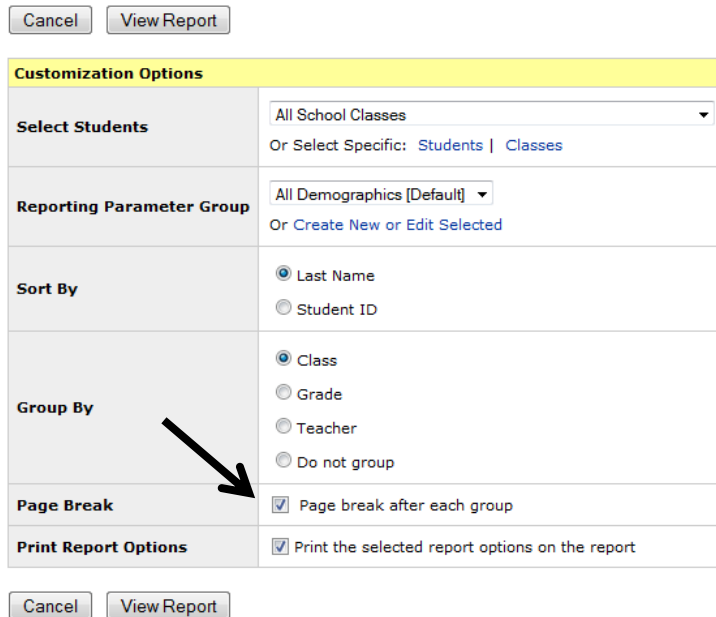
1. After logging in, click on "Reports" under the Accelerated Reader section.
2. Click on the "School Management" report category.
3. Click on "Student Information" under the School Management Reports.
4. When the report options window appears, make sure you check the box next to "page break after each group." All other options should remain the same.

5. Click on "View Report"
6. A PDF file with the student user names and passwords by class should come up with one page for each teacher. You can now print these and distribute them to the teachers. If a teacher needs a reprint, simply repeat the process, but select the teacher's class next to "Select Student" rather than "All School Classes."
7. If teacher need their log in info, repeat steps 1-2, then click teachers and a list of all teacher user names will come up. Passwords for new teachers who haven't used the program before will be the same as their user name. They will be prompted to change their password upon first log in.