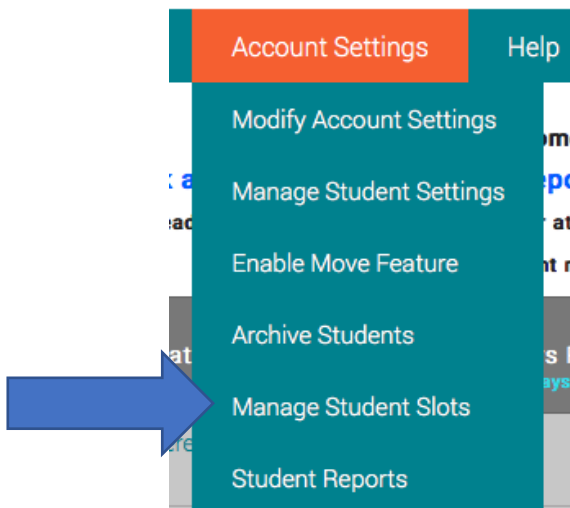


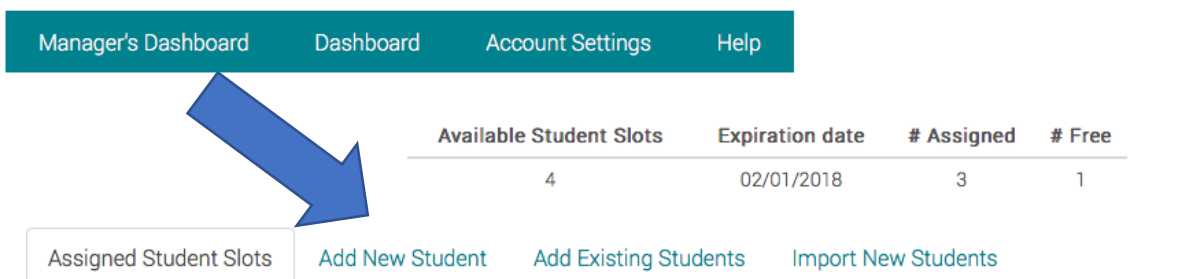
## How to register students in Reading Kingdom Directions for Family Ambassadors

1. Login to your teacher account at <http://readingkingdom.com>
  - a. You will be assigned a teacher account by your direct supervisor.
  - b. The user ID is usually your email address.
  - c. If you do not remember your password, there is a password recovery option on the login page.
2. Click on the account settings tab, then click on manage student slots



3. See if you have slots available. If yes, click on the Add New Students tab. In the example below, there are four available slots, three are assigned and one is free. You can request additional slots as needed from your supervisor.

Home / [Manager's Dashboard](#) / [Manage Student Slots](#)



Available Student Slots	Expiration date	# Assigned	# Free
4	02/01/2018	3	1

Assigned Student Slots


[Add New Student](#) [Add Existing Students](#) [Import New Students](#)

4. Click on the Add Student link to the right.

Assigned Student Slots   Add New Student   Add Existing Students   Import New Students

You have 1 available student slot(s)

Slot ID	Exp. Date	
29232	02/01/2018	Add Student



5. Fill in the form and click to Add Student. Ask each student what user ID and password they would like and remember. You can edit later as needed. Provide the login to your student.

Slot Expiration Date: *02/01/2018*

Enter a student name, or select one of your existing expired students from the list below. Then page.

Create New Student:

Enter student details: (\* Required field)

**First Name \***

**Last Name**

**Student ID**

**Password (6 chrs. min)**

Select a

All | Expired

**Add Student**