

**Your PIN NUMBER:** \_\_\_\_\_

## **DIRECTIONS to change your PIN NUMBER into your own USERNAME & PASSWORD**

1. Double-click INTERNET EXPLORER.
2. Go to [www.TeachingMadeEasier.com](http://www.TeachingMadeEasier.com).
3. Click the "Login" button (next to the logo at the top of the screen).
4. Select "Click here to convert your PIN NUMBER into a USERNAME and PASSWORD."
5. Type in your PIN NUMBER (located at the top of this sheet).
6. Type in a desired USERNAME and PASSWORD. Click Submit.  
(The system is case-sensitive. Be sure to remember exactly how you enter these.)
7. Enter your Customer Information. Click Submit.
8. Click "Proceed to Members Area."

***Once this process is complete, you will use your new USERNAME and PASSWORD to access the program from ANY online computer.***

***If you purchase a single membership, be the hero and show your colleagues!***  
If your school purchases a Site License after you buy a membership, let us know so we can reimburse you.

### **MAC REQUIREMENTS**

Go to [www.TeachingMadeEasier.com](http://www.TeachingMadeEasier.com) through Internet Explorer.

*The following only needs to be done once.*

- Uncheck the Header & Footer box (located in Print Preview).
- Check "Shrink to Fit Page" (located in Print Preview). Depending on your printer, you may also have to 'reduce' the printing %.
- Download the Font Package (available through the 'Initial Set-up Requirements' link). A new 'TIE' font folder will be downloaded to your desktop. You *must* OPEN the new 'TIE' folder, highlight all the fonts and drag them into your System/Fonts Folder.

### **PC REQUIREMENTS**

Go to [www.TeachingMadeEasier.com](http://www.TeachingMadeEasier.com) through Internet Explorer.

*The following only needs to be done once.*

- Delete any information in the Header & Footer boxes (located in File/Page Setup).
- Set all four page margins to 0.5" (located in File/Page Setup). Depending on your printer, you may have to make these margins even smaller.
- Download the Font Package (available through the 'Initial Set-up Requirements' link). When downloading, be sure to click Open, not 'Save'.

**Contact us with any questions regarding your membership/Site License:**

**[support@TeachingMadeEasier.com](mailto:support@TeachingMadeEasier.com)**