

New Instructor Account Information

We thank you for purchasing the TimeMAPS™ Financial Literacy Curriculum. However, let me forewarn you that there is **A LOT OF INFORMATION THROUGHOUT TIMEMAPS™**.

We highly encourage you as the instructor/facilitator to preview the Themes & Lessons in order to best decide what you feel is needed and necessary for your child(ren). We also highly recommend that the students complete Themes 1 – 4 first as these particular Themes build the basic foundation for the rest of the product.

TimeMAPS™ is an online, interactive digital textbook with built-in Self Checks & Real World Activities. As the instructor – you are able to create Online Assessments (Quizzes & Tests) regarding any of the material covered by your child(ren) and may also learn very detailed information relative to the world of Personal Finance via each Lesson's Instructor Guide contained within our Instructor Resource Center. Again, there is a lot of information and we sincerely appreciate your purchase of our program as a comprehensive solution to Personal Financial Literacy.

Thanks Again,

Bill Deery
TimeMAPS™ / REMTECH, inc.

Getting Started -

The following instructions or steps will guide you in setting up TimeMAPS™ so both you and your student(s) can begin to access the TimeMAPS™ Financial Literacy Curriculum. To do this, you will need to establish an Instructor Account, setup a class in TimeMAPS™ and then have your student(s) create their TimeMAPS™ Student accounts in your specific class. Each Instructor must setup an account in TimeMAPS™ so the system will recognize you and your student(s) as participants in the system.

1. Setting up your NEW Instructor Account

You must first login to TimeMAPS™ using the temporary **Username** and **Password** provided to you via email by the developers of the TimeMAPS™ Financial Literacy Curriculum. Simply follow the step-by-step instructions below in order to create your Instructor Account and establish your NEW Username and Password to access the program.

- i. To begin, proceed to www.timemaps.info . This same URL is used by both Instructors and Students to gain access to TimeMAPS™.
- ii. Enter the temporary **Username** and **Password** provided to you.
- iii. Follow the on-screen instructions to establish your account (Note: The process is very similar to how you establish any online account).
- iv. Now, **record** your NEW Username and Password in a safe place first – then, simply logout or close TimeMAPS™ and then log back in to test that your NEW Username & Password work and are now correctly affiliated with you.

2. Setting Up Your Class in TimeMAPS™

Next, after you've created your Instructor account, you need to setup your class in TimeMAPS™. Follow the instructions below to setup your class in TimeMAPS™.

- i. Login as the Instructor using your new permanent **Username** and **Password** from Step 1.
- ii. Click on the **Class Management** tab to display the Class Management page.
- iii. Click on the **Create a New Class** tab when the **Class Management** form appears.
- iv. Enter the **Name** of the class (provide a meaningful class name), specify the **Start** and **End** dates (End Date will be 1 Year from Date of Purchase) and the ~number of students in the class (Cannot have more than 3 Students per the Homeschool Package).
- v. Click the **Save Class** button at the bottom of the page.
- vi. You can check to be sure the class was created by clicking on the **Edit Existing Class** tab and selecting the **Class** using the class drop down field.

3. Let the Student(s) create their own Account in your Class

After you have established your Instructor Account and have setup your class, you will need to click on the **Student Management tab** from the **Tools List** on the left of the Instructor Dashboard. The **Student Management** form will appear to the right. You must select your class in order to display that specific classes TEMPORARY STUDENT Usernames and Passwords.

- i. You may write down* the generic **Username** and **Password** assigned to the class or each student. The Usernames will always be similar in format (Ex. - Student1A, Student2A, etc). The Password will be either a **3** or **4** digit number and it will be the same for all students in the selected class (Ex. – 987 or 5432).

***NOTE: In the Top Right Corner is an Excel Icon – You may EXPORT your class list to EXCEL and save the list locally and print a copy for your records.**

- ii. Provide each student a generic **Username** and **Password**. The student will use the same login screen or URL as the instructor (www.timemaps.info). The student will simply follow the on-screen instructions just as you did when you first setup your Instructor Account. Students **MUST** change their TEMPORARY Username and Password when creating their individual Student Account to access the class.
- iii. A student's permanent **Username** and **Password** will become visible to the Instructor once you, the instructor, logs in and selects that particular class using the **Student Management** tab and class drop-down. You may use the refresh button in the Top Right as students are creating their permanent Usernames and Passwords to see who is done and who is not.
- iv. We suggest an easy to remember format for your students when creating their Usernames. (Ex. – Johnathan.Smith {FullFirstName.FullLastName} for the Username. If a Username is already taken within the system, add a middle initial after FullFirstName or a number to the end of the FullLastName (JohnathanA.Smith or Johnathan.Smith1).

Contact Us

Don't hesitate to contact us if you have questions or need temporary Usernames and Passwords. Please use the following email productsupport@timemaps.biz or call us @ 205-682-7900.