

You need two things before you can create your account:

- 1. Your Student's Name
- 2. Their unique code for Otus (obtain this from their mentor teacher via email)

## **Create a Family Account in Otus**

Step 1: Go to <u>https://my.otus.com/login</u>Step 2: Click *Create a New Account* 



Step 3: Choose *Family* as the user type.



Step 4: Enter your information and click Continue



← Nice to Meet You
John
Smith
US (+1) 🗸
555-555-5555
Continue

Step 5: Create your login and click Finish!



Add a Student to Your Account

To add a student, a **STUDENT CODE** is needed. You will receive this code the student's teacher

## If you have the code from your student's teacher:

Step 1: From the Students screen, select Add a Student

	Otus	My Students	
*	Home		
0	My Students 📕		
Д	Gradebook	Chandler	Rachel
Ľ	Reports	Bing	Green
-24	Classes	<b>O</b> 8 <b>O</b> 2	• 4 • 2
*	Portfolio		
Ť	Learning Profile		
ľ	Blog		
	Bookshelf		
曲	Calendar		
?	Help		
-	Sally Otus District		

Step 2: Enter the student code.

Step 3: Choose your relationship to the student.

## Step 4: Select Done

My Students			
97	Add a Student		×
Adam Loranger	Student Code		
O 18 O 4	Choose Relationship	^	
	Father		
	Mather		
	Grandfather		
	Grandmother		
	Unde		
	Aunt		
	Guardian		
	Tutor		
	Other		