

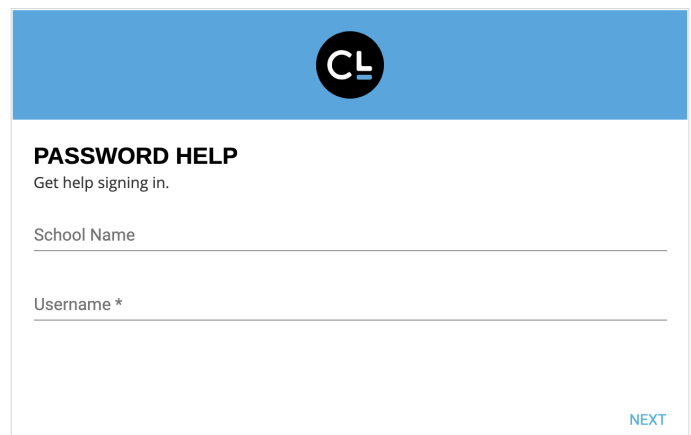
Passport Login & Setup Instructions

For Teachers

1. Set Password (First Time Login for the 2021-2022 SY)

1. Navigate to our [Carnegie Learning Password Reset Page](#).

- a. Start typing the name of your school in the **School Name** field
 - If your school pops up, select that option.
 - If your school does not pop up, type in your district to see a list of schools and select your school.
 - If you cannot locate your school, please contact [Customer Support](#) for assistance at



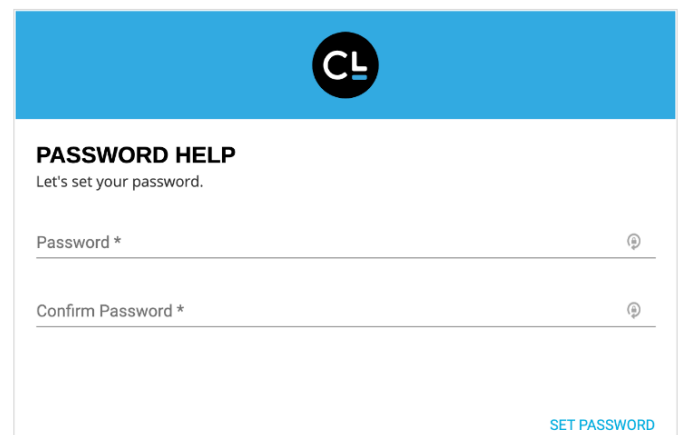
help@carnegielearning.com and include Jenni Kilmore, jkilmore@carnegielearning.com on the email for. (You only need to include Jenni for initial login issues in Aug 2021)

- b. Enter your school email address in the **Username** field
- c. Click **Next**

2. Enter your desired password twice and click **Set Password**

3. Click log in to **Carnegie Learning** when prompted.

Note: If at any time you receive an error, please contact [Customer Support](#).)



Knox County - World Languages

2. Log In

1. Once you've set (or reset) your password, navigate to the [Carnegie Learning Login Page](#) to login.

CARNEGIE
LEARNING

[Help Center](#)

Carnegie Learning is your one-stop destination to access all of your **Math, World Languages, English Language Arts, and Computer Science** products and resources. [Click here to learn more about your Carnegie Learning products.](#)

Need to set up your **MyCL** account?



I'm a Student

I have a username and need to set my password

[▶ Set Your Password](#)



I'm an Educator

I need to register for my new **Carnegie Learning** account

[▶ Register Now](#)

Already have a **Carnegie Learning** account?

CARNEGIE
LEARNING

Username
teacher123@school.com

Password

[Password Help](#)

[SIGN IN](#)

2. Once you are in your MyCL portal, click on the **Passport/MATHiaFlex** button to launch Passport.

CARNEGIE
LEARNING

[Invite Colleagues](#) [Sign Out](#)

MyCL **Welcome, Teacher**

CL Passport/MATHiaFlex >

Knox County - World Languages

3. Complete Class Setup

Your classes are automatically created in Passport through your district's roster integration. You do not need to create classes or manually add students. To ensure teachers and students have full functionality and access within Passport, you will need to complete the setup for your existing classes by assigning a program during your initial login.

1. Upon initial login, you will be taken to the following screen which prompts you to select a program and level for each of your classes.

PLEASE NOTE: The correct program and edition needs to be selected the first time.

Program/edition selections can not be reversed once you have saved the information. You are able to edit the default level for your selected program at any time.

The screenshot shows a 'Welcome!' message at the top, followed by a note: 'We've detected classes with incomplete information. Please update your classes with the missing information below.' Below this, it states '12 classes detected'. The first class is expanded, showing details for '2021-20225 Spanish I - 10'. The start date is 'Aug 03, 2021' and the end date is 'Feb 02, 2022'. The status is 'Complete'. Below the class name, there are fields for 'Teacher:' and 'School:'. The 'Spanish' dropdown is set to '¡Qué chévere! 2nd Edition' and the 'Level' dropdown is set to 'Level 1'. There is a toggle button labeled 'Apply same information to all classes' which is currently turned on. Below the first class, there are five more classes listed, all with a status of 'Complete': '2021-20225 Spanish I - 11', '2021-20225 Spanish I - 9', '2021-20226 Spanish I - 2', '2021-20226 Spanish I - 3', and '2021-20227 Spanish I - 4'. Each class has its start and end dates and a 'Complete' status with a dropdown arrow.

Class Name	Start Date	End Date	Status
2021-20225 Spanish I - 10	Aug 03, 2021	Feb 02, 2022	Complete
2021-20225 Spanish I - 11	Aug 03, 2021	Feb 02, 2022	Complete
2021-20225 Spanish I - 9	Aug 03, 2021	Feb 02, 2022	Complete
2021-20226 Spanish I - 2	Aug 03, 2021	Feb 02, 2022	Complete
2021-20226 Spanish I - 3	Aug 03, 2021	Feb 02, 2022	Complete
2021-20227 Spanish I - 4	Aug 03, 2021	Feb 02, 2022	Complete

1. If your classes utilize the same program and level, after making selections for your first class, you can utilize the toggle button to *Apply same information to all classes*.
2. If your classes utilize different programs and levels, please ensure the appropriate selections have been made for each class in your list.
3. After selections have been made, all classes should show **Complete** on the right side; be sure to scroll down to the bottom of your class list to verify.

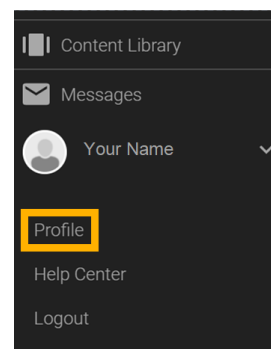
Knox County - World Languages

4. Click **Save** to finalize your selections and return to **My Classes**

Profile Setup: Timezone Selection

Before creating any assignments, you will need to ensure the timezone in your profile accurately reflects your district's timezone.

1. Click on **your name** in the lower left corner and select **Profile**
2. Select your **Timezone** and **State**
3. Click **Update User Settings** to save

A light-themed form titled 'Edit Profile' with the subtitle 'Make changes to your Profile below.' It has two tabs: 'User Settings' (active) and 'Profile Image'. The form contains fields for 'First Name *' (with 'Sample' as a placeholder), 'Last Name *' (with 'Teacher' as a placeholder), 'Timezone *' (a dropdown menu showing 'Eastern Time'), and 'State' (a dropdown menu showing 'PENNSYLVANIA'). Below these fields is a blue 'Change Password' button. At the bottom, there is a checkbox labeled 'Allow Carnegie Learning to login to your account for resolving technical support requests.' and two buttons: 'Cancel' and 'Update User Settings' (highlighted with a yellow box).

Customer Support

We're here if you need us!

Email: help@carnegielearning.com

Phone: 877-401-2527

[Help Center](#)

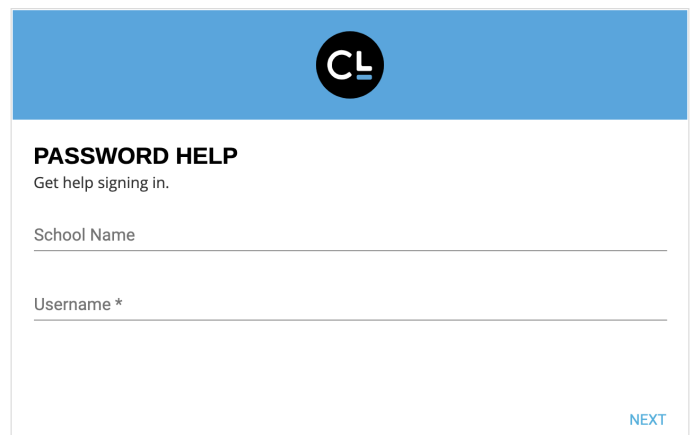
Passport Login & Setup Instructions

For Students

2. Set Password (First Time Login for the 2021-2022 SY)

3. Navigate to our [Carnegie Learning Password Reset Page](#).

- a. Start typing the name of your school in the **School Name** field
 - If your school pops up, select that option.
 - If your school does not pop up, type in your district to see a list of schools and select your school.
 - If you cannot locate your school, please contact [Customer Support](#) for assistance at



help@carnegielearning.com and include Jenni Kilmore, jkilmore@carnegielearning.com on the email for. (You only need to include Jenni for initial login issues in Aug 2021)

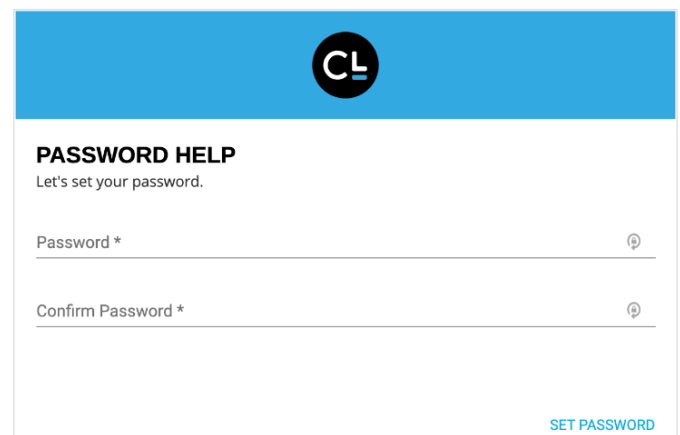
- b. Enter your school email address in the **Username** field
- c. Click **Next**

4. Enter your desired password twice and click **Set Password**

4. Click log in to **Carnegie Learning** when prompted.

Note: If you receive an error message, first check with your teacher.

Teachers: If a student is getting a login error message, please check in your Passport class that they are on the roster. Rosters are created on the



Knox County - World Languages

backend with the district student information system. If you have a new student or some roster changes, it may take a day or two to show up.

Knox County - World Languages

2. Log In

4. Once you've set (or reset) your password, navigate to the [Carnegie Learning Login Page](#) to login.

CARNEGIE
LEARNING

[Help Center](#)

Carnegie Learning is your one-stop destination to access all of your **Math, World Languages, English Language Arts, and Computer Science** products and resources. [Click here to learn more about your Carnegie Learning products.](#)

Need to set up your **MyCL** account?



I'm a Student

I have a username and need to set my password

[▶ Set Your Password](#)



I'm an Educator

I need to register for my new **Carnegie Learning** account

[▶ Register Now](#)

Already have a **Carnegie Learning** account?

CARNEGIE
LEARNING

Username
teacher123@school.com

Password

[Password Help](#)

[SIGN IN](#)

5. Once you are in your MyCL portal, click on the **Passport/MATHiaFlex** button to launch Passport.

CARNEGIE
LEARNING

[Invite Colleagues](#) [Sign Out](#)

 **Welcome, Teacher**

 **Passport/MATHiaFlex** [>](#)