

# School Admin Access to Digital Curriculum via EasyBridge Plus

## Introduction

This handout provides steps for school administrators to login to Savvas EasyBridge Plus and assign products to classes for your teachers. Once you have one administrator, that administrator can add and manage additional administrators for the school.

## Request a School Administrator Account

For school administrators who do not have a username and password to EasyBridge Plus, please follow the steps below to request an administrator account.

1. Go to <https://self-registration-web.savvasrealize.com/adminselfregistration/requestaccount>.
2. Enter First Name, Last Name, and school email address. Click Next.
3. Enter required information for your school. Select school, and then select permissions you will need as an administrator. Enter a minimum of school zip code and school name. Click Search.
4. Select your school when it appears if it is correct. Click Next.
5. Verification of your request:
  - a. If you have an existing EasyBridge administrator with full access in your school and/or district, you will be asked to verify that all of your information is correct. Check the boxes for the Captcha as well as to confirm you are an authorized administrator for the school or district you selected. Click the **Confirm and Send** button. An email will be sent to your administrators to approve or deny your request.
  - b. If an administrator for your school or district does not exist, you will see the message below. Click the blue Request Assistance link to receive help from [Savvas Technical Support](#). You will be asked to complete a short form. Once submitted, a support case number is automatically generated. Be sure to make note of this case number for reference.

## Access EasyBridge Plus

EasyBridge Plus provides auto rostering directly from your Student Information System (SIS) for classes in your school. Login to EasyBridge Plus to assign products to specific classes in bulk or individually.

1. Go to SavvasEasyBridge.com.
2. Sign in using your school administrator credentials.

## Add Classes to Products

After logging in to EasyBridge Plus, you will immediately be on the **Auto Rostered Classes** tab. Go to the Products tab to add a *specific product* to multiple classes. You can filter on the **Learning system** and **Product name** to narrow down the list of products.

**SAVVAS EasyBridge** Welcome Betty | Help | Support & Training | Settings | Resources | Sign Out

Schools Users Classes **Products** View Reports District

Learning system:  Product Name:

1-4 of 4 products

Product Name	Learning System	Licensed by	Classes	Students	Status
<a href="#">enVisionmath2.0 Common Core Grades 6-8 Grade 7 2017</a> ISBN: 9780328896226 Product id: 136614	Realize	District	0	0	○ Unused
<a href="#">enVisionmath2.0 Common Core Grade 5 2016</a> ISBN: 9780328844739 Product id: 97430	Realize	School	0	0	○ Unused
<a href="#">enVisionmath2.0 Common Core Grade 4 2016</a> Product id: 97450	Realize	District	0	0	○ Unused
<a href="#">enVisionmath2.0 Common Core Grade 3 2016</a> Product id: 97449	Realize	District	3	3	✓ Okay

1-4 of 4 products

1. Use the filter to locate your product.
2. Select the product you would like to add to classes.
3. Click the **Associate more classes** button.
4. Filter classes to narrow down the list of classes.
5. Check the boxes of the classes you would like to add your selected product to and **Save**.

### Additional Administrator Resources

For additional administrator resources, please see the [NYC Administrator's Corner](#).

*For Technical Support, please contact the Division of Teacher and Learning's Service Center via email ([curriculum@schools.nyc.gov](mailto:curriculum@schools.nyc.gov)) or phone (718) 935-3334*

**OR**

For questions about content or any other issues contact Savvas Technical Support at (800) 848-9500 (8am – 8pm Eastern Time) or submit a request using an [Email Webform](#).