


This is a sample of the email you will receive to access Connect: Educator and Springboard Learn.

From: Support@SpringboardCollaborative.org


Email subject: Access your Springboard Collaborative Online Tools



Hi

It's time to get ready for your Springboard Collaborative program! Please complete the 2 action items detailed below by


*If you are at a school using **Clever SSO** for your Springboard Collaborative program, do not complete the items below and await further instructions.

 **Action Item #1: Log into your Connect: Educator account**

Connect: Educator is our data tracking tool. You will use it before and during programming to access and track student information, attendance, and program progress.

Directions: There are 2 options to access Connect: Educator. Pick the option that best describes you. If you are unsure, reach out to your direct manager.

Option 1	Option 2
<i>Are you brand new to Springboard Collaborative?</i>	<i>Have you already done Springboard Collaborative?</i>
<ul style="list-style-type: none">Your username is48 hours after receiving this email, click here to create your password. This link will expire in a week.After you create your password, click here to login.Remember your password to easily login in the future.	<ul style="list-style-type: none">Your username isYour password is the same as the last time you logged in.48 hours after receiving this email, click here to login.If you do not remember your password, click the "Forgot your Password?" link on the login page. Then check your email to reset your password.

 **Action Item #2: Log into your Springboard Learn account**

Springboard Learn is our online Professional Development platform. You may have course(s) waiting for you to complete.

Directions: [Click here](#) to open Springboard Learn. You will login to your account by clicking the large, blue oval on the left side of the screen. Once logged in, you can view the course(s) assigned to you.

You will use the same password as your Connect: Educator account so complete Action Item #1 first. Open [this document](#) for more detailed instructions about navigating Springboard Learn.

Need technical assistance? Please visit our support website [here](#) to submit a ticket.

Let's get started!
Your Springboard Collaborative Team