Getting Started with Lexia®

Manually Creating Student and Staff Accounts

Need more help? Contact our Support Team!
Support is available weekdays, 8 AM to 6 PM EST.
Email: support@lexialearning.com
Phone: 800-507-2772
Chat: Click the Chat icon in the upper right-hand corner of myLexia.

Relevant Training on Demand Videos
- Managing Staff Accounts in myLexia (2:08)
- Managing Student Accounts in myLexia (2:50)
- Creating Classes in myLexia (2:17)

Additional videos are available on the Resources tab in myLexia.

Step 1: Log in to myLexia®

To see, create, and manage student accounts, you will need to log in to your account at www.mylexia.com. Your username is typically your school email address.
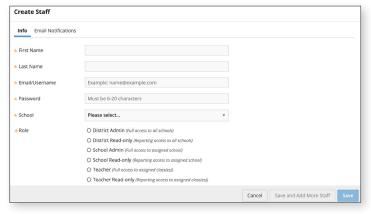
To log in for the first time, you will need to generate a password:
- Go to www.mylexia.com, enter your myLexia username and click Next.
- Click on "Forgot Password."
- If you entered a valid Lexia username, you should receive an email with a secure link to reset your password. The link will be valid for 24 hours. If the email does not appear in your inbox, please check your Spam/Junk folder.

Step 2: Create Staff Accounts in myLexia

- Log in to your account on www.mylexia.com.
- Click the Manage tab on the left-hand side of the screen (the icon looks like a flow chart).
- Select the Staff view from the top of the page.
- Click the blue button with the white plus sign icon in the lower left-hand corner.
- Enter the required information and click "Save" or "Save and Add More Staff."

Note: You need to provide a password in order to create staff accounts. Staff may change their passwords by clicking on the "Forgot Password?" link on www.mylexia.com, so you do not need to remember or share passwords.

Create Staff

Info   Email Notifications

★ First Name	
★ Last Name	
★ Email/Username	Example: name@example.com
★ Password	Must be 6-20 characters
★ School	Please select... ▼
★ Role	○ District Admin *(Full access to all schools)*
	○ District Read-only *(Reporting access to all schools)*
	○ School Admin *(Full access to assigned school)*
	○ School Read-only *(Reporting access to assigned school)*
	○ Teacher *(Full access to assigned class(es))*
	○ Teacher Read-only *(Reporting access to assigned class(es))*

Cancel   Save and Add More Staff   Save

Lexia®
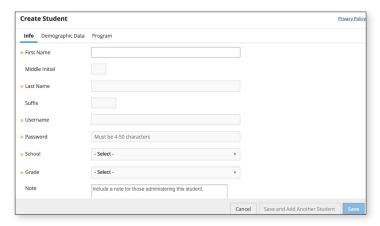A Rosetta Stone® Company

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Step 3: Create Student Accounts in myLexia

- Click the Manage tab on the left-hand side of the screen (the icon looks like a flow chart).
- Select the Students view from the top of the page.
- Click the blue button with the white plus sign icon in the lower left-hand corner.
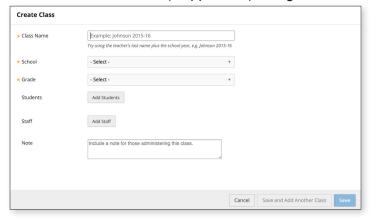- Enter the required information and click "Save" or "Save and Add Another Student."

Note: Usernames must be unique across the site. Lexia recommends that you choose a username such as a Student ID or lunch number, rather than a username based on the student's name.

Step 4: Create Classes in myLexia

Enter Class Details

- Click the Manage tab on the left-hand side of the screen (the icon looks like a flow chart).
- Select the Classes view from the top of the page, under the name of your school or district.
- Click the blue button with the white plus sign icon in the lower left-hand corner.
- In the Create Class window, enter the class name.
- Choose the school (if applicable) and grade level of the class.
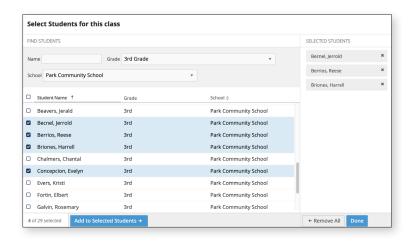

Add Students to Class

- Click the Add Students button.
- Students in the specified school and grade level will be displayed. You can use the search box to search for students by name.
- Select desired students by clicking the boxes next to their names.
- Click Add to Selected Students to move the student names to the column on the right-hand side. When you have finished adding students, click Done.

Note: You can change the Grade and/or School drop-down selection to "All" to expand your student view.

Add Staff to Class

- Click the Add Staff button.
- You can filter by role, or use the search box to search for staff by name.
- Select desired staff by clicking the boxes next to their names.
- Click Add to Selected Staff to move the staff names to the column on the right-hand side. When you have finished adding staff, click Done.

Create Class

- When you have finished adding class details and adding staff and student accounts, click "Save" or "Save and Add Another Class."