

Getting Started with Lexia® : for Teachers

Manually creating Students and Classes



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 Student Accounts in myLexia](#) (2:50)
- [Creating Classes in myLexia](#) (2:17)
- [Creating an Easy Login Experience for Students, Lexia® Core5® Reading](#) (2:32)

Additional videos are available on the Resources tab in myLexia.

This document explains how you can create student accounts and manage your class rosters on myLexia.com.

Step 1: Log in to myLexia®

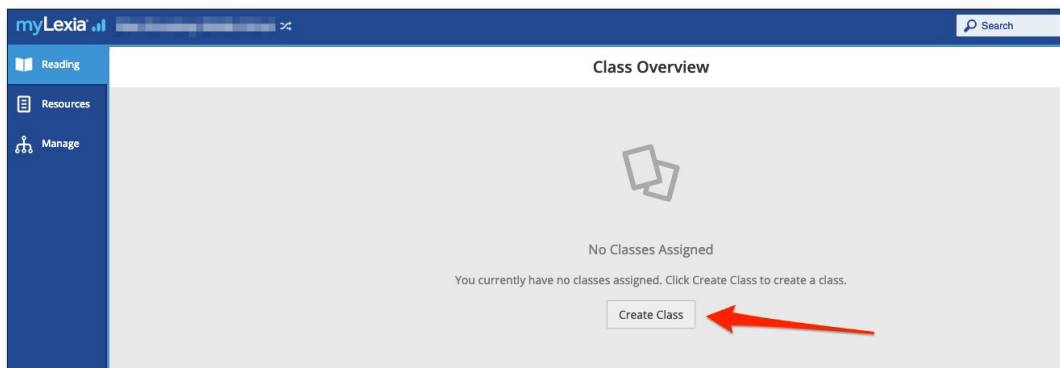
To see, create, and manage student accounts, you will need to log in to your account at www.mylexia.com. Your username is typically your school email address.

To log in for the first time, you will need to generate a password:

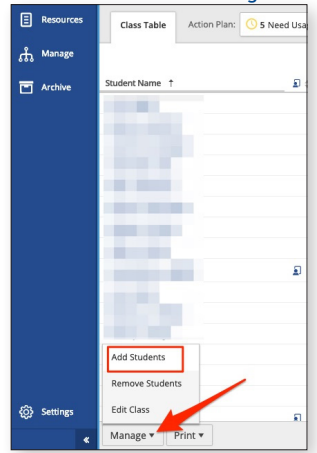
- Go to www.mylexia.com, enter your myLexia username and click Next.
- Click on “Forgot Password.”
- If you entered a valid Lexia username, you should receive an email with a secure link to reset your password. The link will be valid for 24 hours. If the email does not appear in your inbox, please check your Spam/Junk folder.

Step 2: Create class and student accounts in myLexia

- Log in to mylexia.com
- You will see your Class Overview. If you don't see the Class Overview screen, make sure that the Reading Tab is selected.
- If you do not have any classes assigned to you, this screen will say “No Classes Assigned.”
- Click the “Create Class” button.



- Name the class, and select a grade from the drop-down menu. If you have students in more than one grade level, you can choose a grade level of “Other”.
- Click “Save.”
- Now your screen will say “No Students.” Click the ‘Add Students’ button
- In the “Select Students” window, click the ‘Create Student’ button at the bottom of the window.
- Enter the student’s information.
 - Usernames are not case-sensitive, and 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.
 - Passwords must be at least four characters, and are case sensitive.
- Click Save.
- You will be redirected to your Class Overview page. Hover over the gray Manage button in the upper right-hand corner of the screen and click Add Students. Repeat the above process for each student account.



To create additional classes, click the manage tab on the left hand side of the screen, select the classes view from the top of the page, and click the add class button (the blue button with the plus sign).

Step 3: Log students into the program

 <p>Lexia® Core5® Reading (pre-K through 5th grade) www.lexiacore5.com</p>	 <p>Lexia® PowerUp Literacy® (6th grade and above): www.lexiapowerup.com</p>
---	--

Lexia® Core5® Reading—For Students in Pre-K through 5th grade

- Visit www.lexiacore5.com, or open the Lexia Core5 Reading app on an iPad.
- Students will be asked to enter their teacher’s email address (they will need to enter a valid mylexia.com account username).
- Students enter their Lexia® credentials. They will need to confirm their name to proceed.
- Students will be directed to the auto-placement. Once they have completed the auto placement, they will be logged out of the program and will need to log back in. At that time, they will be placed in the level corresponding with their performance during the auto-placement.

Note: Typically, students should only have to enter a teacher email address one time, when they first use a device. If your students have to enter a teacher email each time they use Lexia, there may be a setting on your school computers that prevents this information from being saved. Please see “Login Recommendations and Tips” below to learn how to access your site-specific URL.

Lexia® PowerUp Literacy®—for students in 6th grade and above

- Visit www.lexiapowerup.com, or open the Lexia PowerUp app on an iPad.
- Students will be asked to enter their teacher’s email address (they will need to enter a valid mylexia.com account username).
- Students enter their Lexia credentials. They will need to confirm their name to proceed.
- When students log in, they will be directed to an auto placement. This can take 40-60 minutes to complete, but does not need to be finished in one sitting.

Note: Typically, students should only have to enter a teacher email address one time, when they first use a device. If your students have to enter a teacher email each time they use Lexia, there may be a setting on your school computers that prevents this information from being saved. Please see “Login Recommendations and Tips” below to learn how to access your site-specific URL.

Login Recommendations and Tips

Use your Site-Specific URL

If your students use a web browser, and they are frequently asked to enter a teacher’s email address when they log in, you can have them use your site-specific URL to log in. The custom link for each program contains the site code for your school, so students will never need to enter the teacher email address. You can set up the custom link as a bookmark on student computers, or put the link on a school or class website. You can find the URLs for each program under the Resources tab in myLexia (see below).

Print Class Rosters and Student Login Cards

To print a class roster or student login cards with student usernames and passwords:

- Log in to mylexia.com.
- Navigate to your desired Class Overview page. If you have only one class, you will see this page by default when you log into myLexia.
- On the bottom of the screen, (under the list of students in the class) hover over the Print button.
- Click either Print Rosters or Print Login Cards.

Where can I find additional Resources?

Log in to myLexia and click the Resources tab on the left-hand side to access the following resources:

1. **Setup & Technical Info:** This page has links to documents related to administrative setup, licensing, etc.
2. **Resource Hubs:** There is an individual Resource Hub link for each program to which you have access. The hubs contain teacher’s manuals, scope and sequence documents, information for parents about using Core5 and/or PowerUp from home, and more.
3. **Training on Demand Videos:** These brief videos demonstrate how to manage myLexia accounts and how student programs support learning.
4. **Site-Specific URL:** Create links or bookmarks using your site-specific URL for each student program to bypass the teacher email entry page and simplify the student login process.