



connectED

Master Code Holder Instructions

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1. Create Account

What You'll Need:

- A. Temporary Username and Password
- B. These will be in the Welcome Email.
- C. If you have not received your username and password, contact us at 800-598-4077 or email onlineimplementation@mheducation.com.

Frequently Asked Questions:

How do I know if I'm the Master Code Holder?

Master Code Holders are normally the district's content area curriculum contact. You will receive, or have already received, a Welcome Email from onlineimplementation@mheducation.com.

How do I change my password?

Click **Profile** in the upper right-hand corner of your connectED on homepage. Click the **Change Password** option and enter your new password.

Steps to Create Account

1. Go to <https://connectED.mcgraw-hill.com/>.
2. Login with temporary username and password.
3. Change and save your password.
4. Enter a security question when prompted.
5. Click **Set Password** to save your information.
6. Accept the connectED Terms of Service.
7. Enter your school's zip code.
8. Select or add your school.
9. Click **Finish**.

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connectED

Username

Password

Log In

[FORGOT YOUR PASSWORD?](#)

[FORGOT YOUR USERNAME?](#)

New Users

[Create a New Account](#) [Get ConnectED Help](#)

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2. Verify Master Codes

What You'll Need:

- A. List of content subscriptions your district should be receiving.


Steps to Verify Master Codes

1. Navigate to your connectED homepage.
2. Click **Manage Master Codes**.
3. Click the plus (+) sign next to each Master Code to view and confirm your subscription information, including:
 - total seats purchased
 - remaining seats available
 - term length

Manage Master Codes

Account: Print

[Click here for a template to distribute Master Codes to your teachers](#)

	Title	Subscription ISBN	Master Code	Total Seats	Seats Available	Redeemed By
	Glencoe Math, Course 1, © 2013 Teacher Edition	0076625176	[+] 00 00 0000 0000 0000	0	0	0

Frequently Asked Questions:

How do I view subscription information?

Log into your connectED account as a Master Code Holder and click the **Manage Master Codes** button.



View This Step Online help.k12.mhedu.com/connectED/verifymastercodes/

3. Distribute Master Codes

What You'll Need:

- A. Determine if your teachers will be creating their own accounts and redeeming their own content. **Do not distribute Master Codes to teachers if they are not responsible for creating their own accounts or redeeming their own content.**
- B. Determine which teachers need access to the Master Codes you've been provided.
- C. Choose to use the supplied template or your own email template to distribute the product title and both teacher edition and student edition master codes to the correct teachers.

Frequently Asked Questions:

How do I know which teachers need which Master Codes?

Check with the district curriculum contact to verify the correct teachers. Only share Master Codes with the teachers who need to redeem that specific content. Do not send all Master Codes to all teachers; the program is licensed by the user and by content purchased.


Steps to Distribute Master Codes

1. Download the Master Code distribution template.
2. Replace the Product Titles and Master Codes with only the information teachers need to redeem their teacher and student content.
3. Share the modified template with your teachers. They will use the Master Codes to create their accounts and redeem their content.

Manage Master Codes

Account: Print

[Click here for a template to distribute Master Codes to your teachers](#)

	Title	Subscription ISBN	Master Code	Total Seats	Seats Available	Redeemed By
	Program Title Teacher Edition	12345678900	<input type="checkbox"/> ABC1-DEFG-HIJK-L2MN	0	0	0
			Start Date 02/28/2014	End Date 02/25/2015	Seats Purchased 0	Status ACTIVE

Instructions for distributing Master Codes to your teachers

Master Codes are used by Teachers to register for [ConnectED](#) and to access online content. As a Master Code Holder for your account, you have the responsibility to share Master Codes with your teachers.

It is important to note that these codes are specific to your account and should not be shared outside of your school and/or district.

You may use the sample language below when distributing Master Codes to your teachers. Please replace [[Product Title]] and [[Master Code]] with specific information from your Manage Master Codes list.

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[View This Step Online](http://help.k12.mhedu.com/connected/distributemastercodes/) help.k12.mhedu.com/connected/distributemastercodes/