

## Instructions for Distributing Master Codes to your Teachers

Master Codes are 16-digit alphanumeric codes used by teachers to register for, and access content on, McGraw-Hill Education's *connectED*. Master Codes are intended exclusively for teachers and should never be shared with students. Additionally, there are several ways which teachers can gain access to *connectED*:

- **Teacher/Student Self-Registration:** This is accomplished by distributing both teacher and student edition master codes to the appropriate grade level teachers.

Please discuss these options with the appropriate school/district personnel. It is the Master Code Holder's responsibility to manage the codes for the school/district, therefore, they should only be distributed if teachers will be self-registering on *connectED*.

It is important to note that these codes are account specific, and should not be shared outside of the school/district. These are subscription licenses with specific quantities; they should be managed much like physical textbooks!

Please use the sample language below when distributing Master Codes to teachers. Simply replace [[Product Title]] and [[Master Code]] with specific content information from the **Manage Master Codes** screen. Remember to provide both teacher and student edition Master Codes, where applicable.

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### Additional Assistance

For online help and tutorials:

- <http://help.k12.mhedu.com/connected/>

For assistance registering, using the digital content, or any other technical concerns:

- Digital Technical Support: 1-800-437-3715 or [epgtech@mheducation.com](mailto:epgtech@mheducation.com)

For assistance with license dates, license quantities, or adding additional master code holders:

- Subscription Management: 1-800-598-4077 or [subscriptionmanagement@mheducation.com](mailto:subscriptionmanagement@mheducation.com)

## COPY/PASTE as Needed to Send to Teachers Who Are Self-Registering

Please find below the Master Code(s) used to access your McGraw-Hill Education digital resources on *connectED*. If you do not already have a *connectED* account, the Master Code will allow you to register. If you have already registered in *connectED*, you may use Master Codes to access additional online content.

**NOTE:** Do not distribute Master Codes to students. When you add a student edition Master Code to connectED as a teacher, it will generate a 12-character Redemption Code. You will communicate the appropriate Redemption Code to your students or manually assign content.

[[Product Title1]] [[Master Code1]]

[[Product Title2]] [[Master Code2]]

[[Product Title3]] [[Master Code3]]

### **Register as a New Teacher in *connectED***

1. Go to [connected.mcgraw-hill.com](http://connected.mcgraw-hill.com) and click the “Create a New Account” button.
2. Follow the on-screen instructions to register as a Teacher.
3. Once you have completed the registration process, click the “Redeem Master Code” button to add content to your *connectED* book bag.
4. Enter the Master Code of the online content you wish to redeem and follow the on screen instructions.
5. Repeat steps 3 and 4 for each additional Master Code.

### **Existing Teachers Can Add New Content**

1. Go to [connected.mcgraw-hill.com](http://connected.mcgraw-hill.com).
2. Enter your username and password into the appropriate fields and click the “Log In” button.
3. Click the “Redeem Master Code” button to add content to your *connectED* book bag.
4. Enter the Master Code of the online content you wish to redeem and follow the on-screen instructions.
5. Repeat step 3 and 4 for each additional Master Code.

### **For additional assistance**

Online help and tutorials visit <http://help.k12.mhedu.com/connected/>

Digital Technical Support 1-800-437-3715 or at [epgtech@mheducation.com](mailto:epgtech@mheducation.com)

- How to register, how to use the digital content, or any other technical concerns