

## Setting Up the Learning Coach Account Setup via the Registration Email

1. Click the **Set Up OLS Accounts** button found within the Registration Email



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2. You will land on the Account Setup page. Here, you will need to create your Learning Coach account credentials which will be used to access the Online School during the school year.

The screenshot shows the 'K12 Account Setup' page. At the top, it says 'Please fill out the form below.' The form is divided into two main sections. The left section is titled 'Choose a user name:' and has two options: 'Select our suggested user name:' with a radio button selected next to 'mjones226', and 'Or create your own user name:' with an empty text box and a note 'At least 6 characters long and is case sensitive.' The right section contains fields for 'Password:' (with a note 'At least 8 characters long and must only contain letters and numbers.'), 'Re-enter password:', 'Password reminder question:' (a dropdown menu with 'Select a question'), 'Answer:', 'E-mail address:' (with a note 'We will send K12 communications to this e-mail. We will not share your email with anyone else.'), and 'Re-enter e-mail address:'. A blue 'Continue' button is at the bottom right. At the bottom of the page, there is a footer with 'Learning Coaches Only: [Need Help?](#) [Account Setup Video](#) Call 1.866.512.2273 [Terms of Use](#) [Privacy Policy](#) [Copyright](#) [Accessibility Policy](#)'.

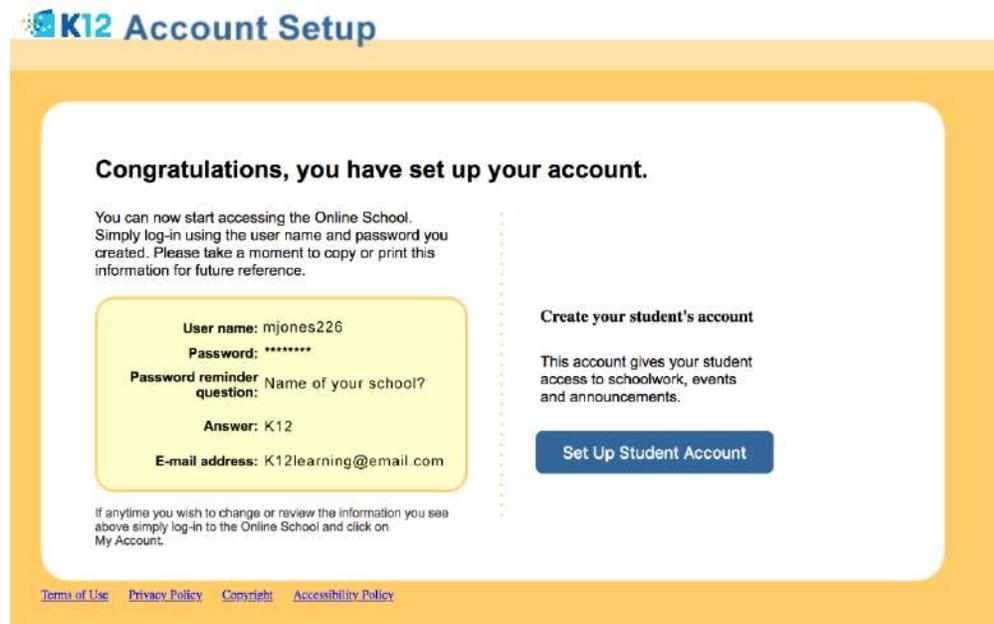
- **Select or Create your Learning Coach User name:** The system will generate a Learning Coach user name for you. You can use this pre-selected option or create your own user name.
- **Create your Learning Coach Password:** Create a password for your account that is easy to remember and at least 8 characters long. You will need to enter the password two times to ensure that the system has captured the entered information correctly.
- **Select and Answer Password Reminder Questions:** Password Reminder Questions are very important as teachers, school administration and K12 Customer Support may ask you to validate your answer. Please be sure to pick a question and an answer that is easy to remember and that you alone would know!
- **Enter your Email Address that you will use and check regularly:** You will also need to provide a valid email address to continue with the Account Setup process. This email address will be the primary method for communicating with your student's teachers and school during the year.

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Once all of the fields have been completed, click the **Continue** button to move on to the next step!

3. Success! Your Learning Coach account has been created! **Important Note:** *Completing the Student(s) Online School Account Setup is not necessary. A student account has already been created for your student.*

You can begin logging into your learning coach now via the following link <https://login-learn.k12.com/#login>



**K12 Account Setup**

**Congratulations, you have set up your account.**

You can now start accessing the Online School. Simply log-in using the user name and password you created. Please take a moment to copy or print this information for future reference.

**User name:** mjones226  
**Password:** \*\*\*\*\*  
**Password reminder question:** Name of your school?  
**Answer:** K12  
**E-mail address:** K12learning@email.com

**Create your student's account**

This account gives your student access to schoolwork, events and announcements.

[Set Up Student Account](#)

If anytime you wish to change or review the information you see above simply log-in to the Online School and click on My Account.

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