1. Login to https://plus.aztecsoftware.com
2. To Create a User ID for the participant
   a. Click Dashboard
   b. Click Admin Center
   c. On the Users tab Click + New to add a new user
   d. Input the User Name as First. Last Name.
   e. Input the first and last names. (Please note that the Username is created using the first and last names and is case sensitive).
   f. **Confirm the time zone is (GMT-08:00) Pacific Time (US & Canada)**
   g. **Password -** You may leave the password field blank and have the system generate one or you may create a password for the student.
   h. Click force password change to require the password be changed upon first login.
   i. **Choose the TAG that represents your organization. If you are not sure ask your supervisor as this is how your organization's students will be grouped.**
   j. Choose Student from the Roles drop down selection.
   k. Click Save
3. Enroll the Student
   a. Click the Enrollments tab
   b. Type your student's name in the Full Name field
   c. Select your organization's Tag in the Tag filter
   d. Click the check box to the left your student's name
   e. Click Add/Drop Enrollments
      i. Click on the drop-down arrow to select one or more of the following appropriate classes
         1. Pre-HSE Math – FRWDB
         2. Pre-HSE Reading – FRWDB
         3. Aztec's HiSET Prep Solution
         4. Aztec's Foundations Series
4. Change the Learning View
   a. On the drop-down navigation menu, choose Class Center
   b. Choose the class that was assigned to the new student
   c. Click on Learning Views
   d. Locate the student by name
   e. Click on the blue gear icon and click on the "eye" icon to select Attach View
   f. In the drop down choose **No Post-Tests** when the student is first starting a session.
   g. When the student is ready to post-test, follow these instructions and choose Default as the view so they can access the post-test.
   h. After the student completes the post-test, change the view back to No Post-Tests.
5. Student Usage
   a. The student uses the same URL to access Aztec's login screen. (remember the Username is case sensitive)
   b. The Student accesses their work under view classrooms.
   c. The student clicks Start on the tutorial class they are to use.
   d. The student must start at the first unit and work through each one.
   e. When the student is in the class they access the Learning Plan tab to walk through the lessons.
   f. Within each unit are a pretest, lessons, drills, and a post-test, which can be seen to the right of the lesson topic.
   g. After completing the pretest for each unit, recommendations are provided to give the student assistance in areas of need.