



**ESSENTIAL
ELEMENTS®**
Interactive

***Student & Parent/Guardian Account Creation
Teacher Guide***

Dear EEi Teacher,

Thank you for choosing *Essential Elements* as your method book of choice. We hope you and your students enjoy this part of your musical journey and we are pleased to offer *Essential Elements Interactive®* as a new online resource to help make that journey more fun and rewarding.

Now that you have created your teacher account, the next step is getting your students and parents into the site to fully utilize the many great features of EEi. To do so, you can follow these simple steps below. Additionally, **there is a help video in the EEi Help Section** that guides you through this same process.

To get your students started:

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|----------------|--|
| Step 1: | Enter your student information in the <i>My Students</i> section* |
| Step 2: | Confirm or change your School Code. (Found in the <i>My Account</i> section of EEi) |
| Step 3: | Send home <i>Student Quick Start Guide</i> (Page 2 of this file – You can type in your School Code and Student ID if you wish.) |

To get your parents/guardians started:

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| Step 1: | Enter the parent/guardian contact information for each student in the <i>My Students</i> section** |
| Step 2: | Send home <i>Parent/Guardian Quick Start Guide</i> (Page 3 of this file – You can type in your School Code and Student ID if you wish.) |

The process is quite simple, but if you run into problems, you can click on the *EEi Help Section* and contact the EEi Support Team. They can help you through any issues you may encounter.

Thank you again for using *Essential Elements*, and we hope you and your students enjoy making music with this great new online resource.

Sincerely,

Essential Elements Interactive®

* Each student must have a unique Student ID. This can be any text or numbers you choose (ex. - 123456, jsmith, etc.). Students will need their ID to create their accounts.

** To fully utilize the *Communication* section of EEi, you will need both student and parent/guardian contact information entered.