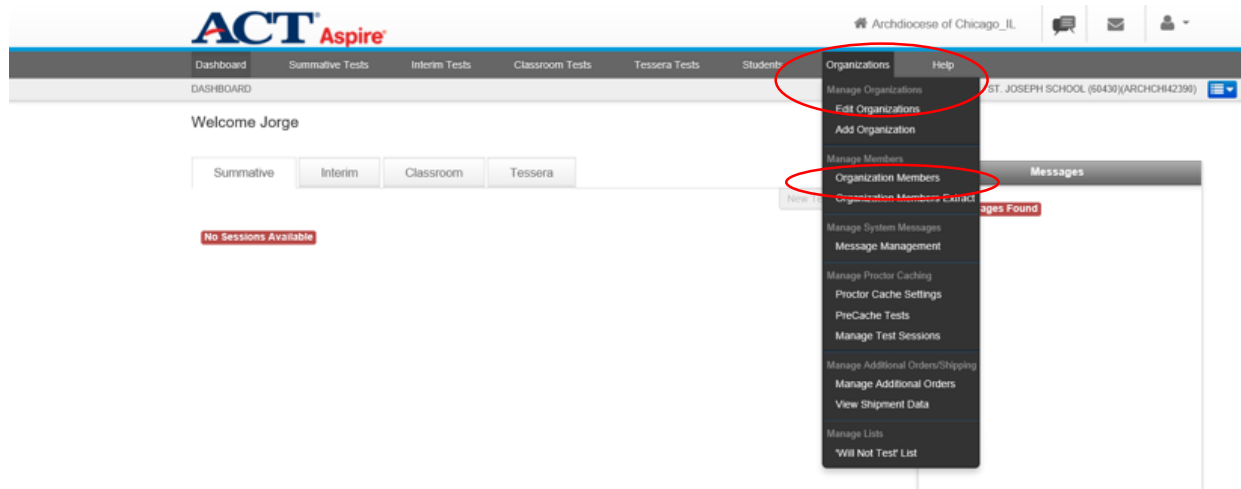
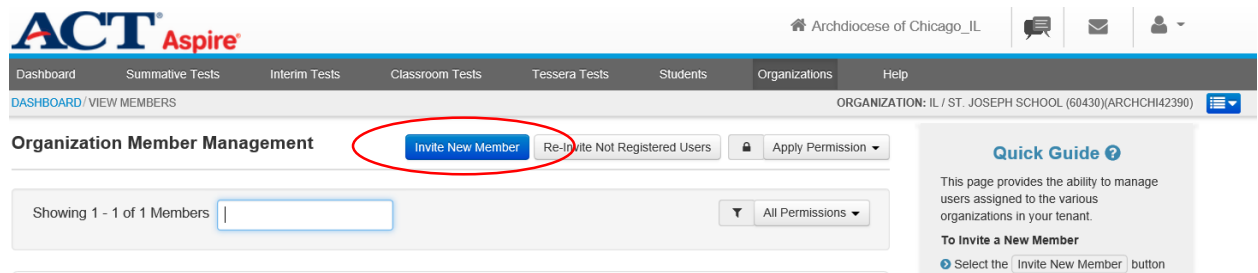


Invite Teachers to Create Accounts on ACT Aspire Portal

1. Log into the ACT Aspire portal
2. Hover the mouse over “Organizations” and click on “Organization Members”



3. Click on the blue button “Invite New Member”



4. Enter each teacher’s email address, separated by comma or semicolon. Keep the Permission Role as “Administrator.” Click on the blue “Submit” button. Teachers will get an email from ACT Aspire inviting them to create an account; their email address is their username and they will create a password.

Invite New Members

Email*

Added email addresses must be separated by a comma or semicolon.

Permission Role*

Administrator