

# Teacher Website Registration

Once you are ready to make your choice and begin searching for programs on our website database, you must first register and identify yourself as a teacher at your school. If you are already registered, skip to the next page.

## First time user, register and link to your school

1. Go to **www.bighthought.org/LearningPartners**
2. Click on **Register** (upper right hand corner of the screen)
3. Enter **Username** (not case sensitive, no spaces)
4. Enter your **Password** (case sensitive, must be at least 7 characters, no spaces)
5. Reenter **Password** to confirm. (Record your username and password below for future use).

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Invitation Code:** \_\_\_\_\_ (Ask your Site Coordinator Team for this code.)

6. Provide a valid email address that you can access immediately. **Note:** An email will be sent to the email address you provide. You must be able to access this email to complete the registration process.
7. Click **Create User** and a new page will pop up
8. Your Site Coordinator Team will provide you with an Invitation Code for your school to enter in the appropriate box. After entering the code, click on the **Add** button. The screen will refresh and your school name should appear below the Invitation Code box. Your role should be listed as **Educator** or **Site Coordinator**. (**Note:** Adding this code is a one-time process.)
9. Scroll down, complete all personal details on the page and click **Finish**
10. A new page will direct you to check your email to activate your account
11. You will receive an email from *portaladmin@bighthought.org* with instructions for activating your account
12. Click on the link from your email which will direct you to the Learning Partners site where you automatically will be logged in. This serves as your account activation.

## Already Registered?

**If you have logged on to the website before, do not register again.**

1. Go to [www.bighthought.org/LearningPartners](http://www.bighthought.org/LearningPartners)
2. Enter your original **Username** and **Password** (upper right hand corner of the screen)
3. Once you have logged in, your school name should appear below your username.  
If not, see Steps 8-12 above to add an invitation code.

If you have forgotten your password, use the Reset Password feature on the Account Login page. Type in your username and click Submit. You will then receive an email with a new password. If you cannot remember your username, please call Big Thought at (214)520-0023 ext. 9819 or email [LearningPartners@bighthought.org](mailto:LearningPartners@bighthought.org).

## What's an Invitation Code?

An Invitation Code affiliates each username to its school. During training, the Site Coordinator will receive one unique invitation code for the Site Coordinator and one invitation code for all of the teachers at their campus.