



# Quick Start Guide

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## › **Create Your Instructor Account**

Go to [www.everfi.com/login](http://www.everfi.com/login) and click **Register**

- Click **K-12 Teacher** and Florida
- Search for your school name. (Can't find it? Click "Can't find your school?")
- Complete your profile and select desired course. (Add more courses later)
- **Agree to the Terms of Service**, click Next, and you'll see the EverFi Dashboard!
- Click **+ Additional Courses** to request or use other courses

## › **Set Up Classes/Student Registration Codes**

- Find the course you want to use and click **Create Class**.
- Enter the class name (e.g. Period 1 – Grade 8) and all additional information.
- A class registration code will automatically generate, save under Classes & Codes, and be emailed to you. You'll need this code for the next step.
- **Repeat this for all of your classes.**

## › **Student Registration: (Self or teacher uploaded)**

- Students visit [www.everfi.com/login](http://www.everfi.com/login), click Register.
- Students enter class registration code you created and click Next.  
OR
  - **Roster Upload:** Login and click **Students** on your dashboard menu.
  - Click **Register Students**; Select **multiple students** & complete Excel roster to upload. \* You must create classes before this step\*
- Students can enroll in **multiple courses** by entering additional codes in the **Add a Course box** on the upper right corner of their dashboards.

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## Questions on getting started?

Contact your local Schools Manager:

Colleen- [cklabon@everfi.com](mailto:cklabon@everfi.com)

#(561)-568-5101

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