

Assigning a Teacher to a Subscription Plan

Purchasing a subscription is the first step to getting started. But the second step involves assigning a teacher to that subscription. The person who purchased the subscription is the **Subscriber**. The subscriber can be a teacher, an administrative assistant, a department head, or any person authorized to make payments on behalf of a school. The teacher assigned to the subscription may or may not be the subscriber. Either way, the subscriber must assign a teacher to any **Individual Plan** and a group of teachers to a **Group Plan**.

1. Go to the **Account** page at The Physics Classroom. The link to the **Account** page can be found in the left-side navigation column of nearly every page on the website. It can also be found on the left side of the orange header at the top of every page.



<https://www.physicsclassroom.com/Account>

2. Log into your account with your username (email address) and password. If you have never had an account but you just purchased a subscription, then a temporary password was emailed to you from **store@physicsclassroom.com**. Retrieve the email and log in to your temporary account.

Login

If you already have an account, please log in

Email:

Password:

3. Once you logged in with a temporary password, you may wish to immediately change the password to something of your own liking. Click on the **Edit Profile / Change Password** link. If you are satisfied with your password, then click on the **Subscriptions** link.

Tasks and Courses

View the tasks currently assigned to you by your teachers/professors.

[Edit Profile / Change Password](#)

[Subscriptions](#)

[Sign Out](#)

4. A list of all active subscriptions that you have purchased is shown. A new subscription does not have a name. If you would like, tap on the **Name** icon to enter a name.

Buy New Subscription								
Actions	Transfer	Is Active	Name	Plan	Period	Teachers	Students	
			[None]	Plan D	Aug 01, 2020 to Jul 31, 2021	0/1	0/120	

5. To assign a teacher to a subscription, tap on the **View** icon (eyeball).

Buy New Subscription								
Actions	Transfer	Is Active	Name	Plan	Period	Teachers	Students	
			2020-21 Ed Jucator's Subscription	Plan D	Aug 01, 2020 to Jul 31, 2021	0/1	0/120	

6. Details about the Subscription Plan that you have purchased is shown. Click on the **Add a Teacher to this subscription** button. The teacher that you add may be yourself or it may be another teacher. You will need to know the name, school, and email address of the teacher.

Subscription

Plan: 2020-21 Ed Jucator's Subscription [Plan D]

Maximum # of Teachers: 1

Maximum # of Students: 120

Dates: 8/1/2020 - 7/31/2021

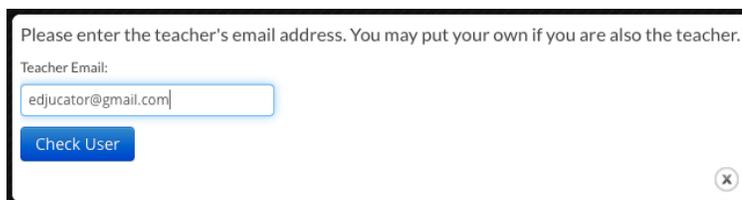
Teachers

Here are the current teachers in your subscription.

[Add a Teacher to this subscription](#)

There are no teachers assigned to this subscription yet.

7. Enter the email address of the teacher whom you wish to assign to this subscription. Once entered, click on the **Check User** button. Our Task Tracker system will search for a user with that email. If such a user exists, they will be added to the subscription and it will show up in their account. They will also receive an email from **store@physicsclassroom.com** notifying them that they have been added to the subscription.



If the email does not exist in our system, then a **Create User** form will pop up. You will have to enter the name of the new teacher, a secondary email (if available), and the teacher's school. You can scroll through the field to select the school or simply type the name of the school to select it from the list. If you can't find the school name, select **New School** and add the school information to our database. Once the required fields are completed, click on the **Add Teacher** button. An account will be automatically created for the new teacher. They will receive an email from **store@physicsclassroom.com** notifying them that an account has been created. A temporary password set up for them and included in the email. They will also receive an email titled **Task Tracker Account Activated** with directions on how to access their account. If you've purchased a Group Plan, then repeat the process for all teachers in the plan.

User not found. Create User:

First Name*:

Last Name*:

Secondary Email:

Select the teacher's School

[Add Teacher](#)

Most Likely Problem to Troubleshoot

A teacher who has used Task Tracker in a previous year will have to be transferred from the previous year's subscription to this year's subscription. Tap on the **View** button (eyeball) to open the previous year's subscription. Tap on the **Transfer** button (>>) to transfer the teacher to the new subscription. Select this year's subscription and tap **Transfer**. If a teacher is locked into a subscription that you don't own, then the teacher must first remove themselves from that subscription by logging into their account and visiting the **Subscription Locator** page. Once the teacher is removed, they can be added to the new subscription by following step 7 above. In extreme cases, you may have to contact us.