



How to Invite a Teacher to Your School's Account

Teachers are now able to be affiliated with their school via an email invitation from their Administrator. This allows teachers to use any Digital Products purchased by their school, receive wholesale pricing (providing school qualifies), and gives them the ability to set up and manage ProTeach users and classes.

The following steps would be required.

1

Invite Teacher by E-mail.

- Log into your school account at abeka.com.
- Go to “My Account.”
- Select “My Teachers” on the left panel.
 - This lists all active teachers, shows outstanding teacher invitations, and gives ability to invite new teachers to your school's account.
- Under the “Invite Teachers” section, enter the teacher's email address and an invitation will be automatically sent to your teacher.
- Continue sending additional invitations as needed.

My Teachers

My Account

Account Info

Addresses

Student Counts

My Teachers

Financial Information

Certificates

Order Details

Pending Orders

Back Orders

Invoices

Statements

Returns

Active Teachers

Outstanding Invitations

Invite Teachers

Invite your teachers to be associated with your school. All you need to do is enter their e-mail addresses! When they accept, they'll receive wholesale pricing on orders they place through their accounts.

Enter one e-mail address to send one invitation, or enter several e-mail addresses separated by a comma to send several invitations at once (e.g., amberlamb@abeka.com, buttonbear@abeka.com, timthetraveler@abeka.com).

E-mail Address

SEND INVITATIONS

2

Teacher Must Accept the Invitation within 30 Days.

- Invited teacher will need to click on the “Accept Invitation” link in the email.
 - Log into abeka.com or create an account using the same email address the invitation was sent to.



Your principal or administrator has invited you to associate with your school on abeka.com. When you accept, you'll be able to receive the wholesale pricing your school receives even when you order from your own Abeka account.

After you click below, you'll log in and accept your school's invitation. (If you don't yet have an abeka.com account, you'll need to create one using the same email address this invitation was sent to.) After that, you won't need to do anything else; whenever you log in with that user account and make a purchase while you're associated with principal or administrator, you'll receive wholesale pricing.

[Log In & Accept Invitation](#)

[Have Questions? Need Help? Contact Us! ☎](#)

- Once the invited teacher has logged into their account, they will be able to access your school's Digital Purchases and receive wholesale pricing.

Teacher Invitation

Invitation Accepted

Your invitation has been accepted, and you're associated with your school! You'll now receive wholesale pricing on the orders you place through your abeka.com account.

[MY SCHOOL](#)

3

Remove/Update Affiliated Teachers as Necessary.

- When a teacher finishes working for your school, they should have their access removed. Their account and personal purchases will remain, but they will now receive retail pricing until they are associated with another school.
- If a teacher's access is removed in error, a new invitation will need to be sent.

Please Note:

- Teachers affiliated with your school will not be able to access your school's credit line to pay for an order. They will be required to provide their own method of payment.
- If the school is not eligible for wholesale pricing, the teacher will not be eligible either.