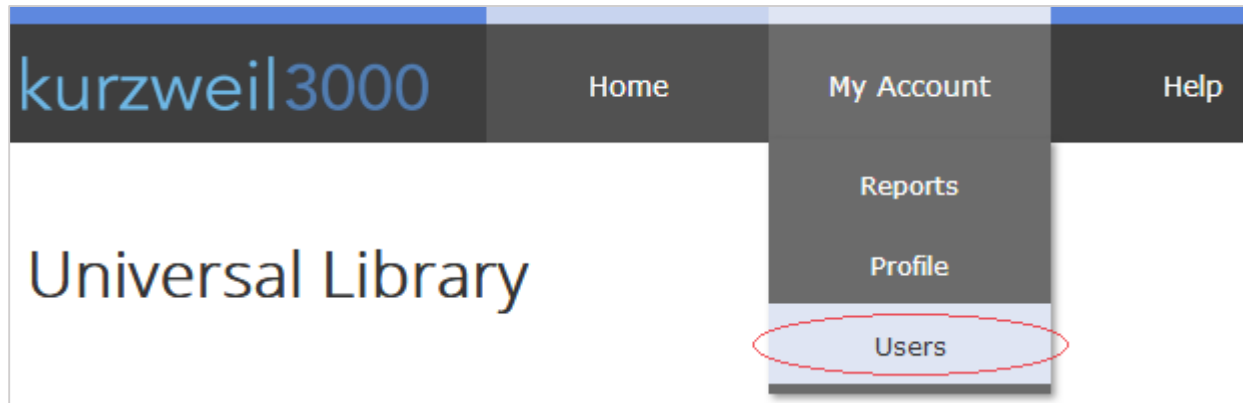
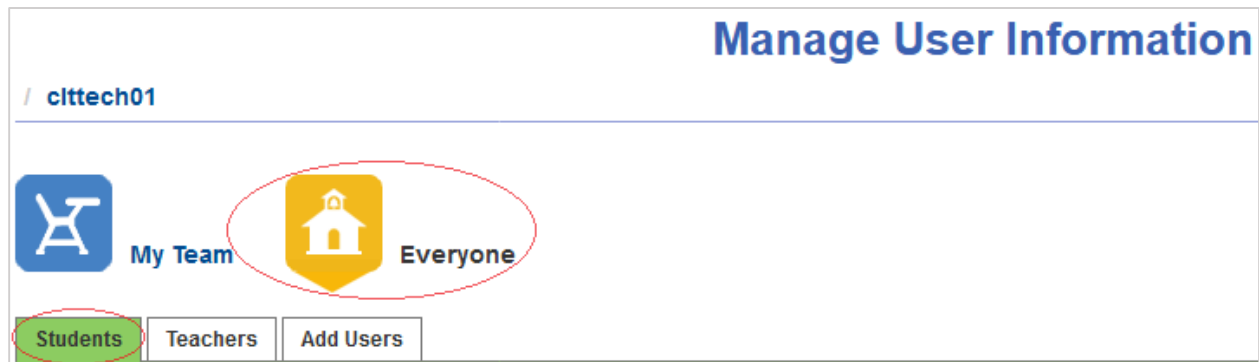


Kurzweil 3000 Team Management - Adding Students

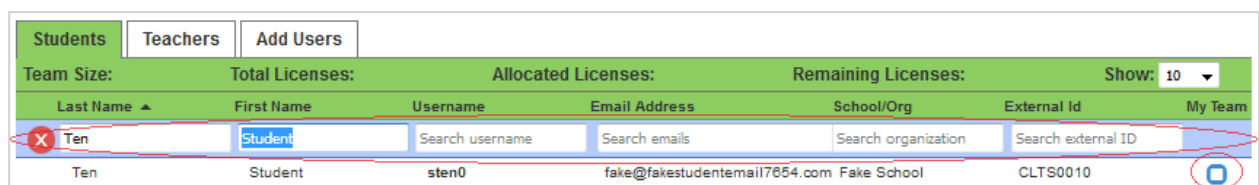
1. Using the username and password credentials provided to you by your Top Level Coordinator, login to the kurzweil3000.com website here: <https://www.kurzweil3000.com>
2. To begin managing users, choose **My Account > Users**



3. On the Manage User Information page, choose **Everyone** and then choose the **Students** tab



4. **Search** for the student user you would like to add to your team using the search fields at the top of each column. You can search by Last Name, First Name, Username, School/Organization, or External ID.



5. Once you find the student user you would like to add to your team, check the blue box next to the user under the **My Team** column
6. Repeat the **Search** and **My Team** checkbox process for each student you wish to add