

# OR PROJECT ACCOUNT CREATION GUIDE



## Registering for an account:

- Go to the website [or.soesd.k12.or.us](http://or.soesd.k12.or.us)
- Click on the button "Register" at the top of the page
- Fill out the required information including the "School Team Name" when finished, click the "Register" button.
- Congratulations! You are now registered and the owner of the School Team that you created.

## Inviting members to your School Team:

- If you are an account owner, log into your account and click on your name in the upper right corner
- When the drop-down appears, click on the "Team" that you have created
- On the left side panel click on the button "Membership"
- You are now able to enter email addresses of members that you would like to invite to your team

## Purchasing licenses:

- If you are an account owner, you can purchase licenses directly from the website via credit card.
- To do so, click on your name in the upper right corner
- When the drop-down appears, click on "Purchase Seats"
- You will then be prompted to enter your credit card information and how many student licenses you would like to purchase.
- If you would like to purchase through PO, please contact [kathy\\_gregory@soesd.k12.or.us](mailto:kathy_gregory@soesd.k12.or.us)



[or.soesd.k12.or.us](http://or.soesd.k12.or.us)

Schedule a Demo

[or\\_project@soesd.k12.or.us](mailto:or_project@soesd.k12.or.us)

