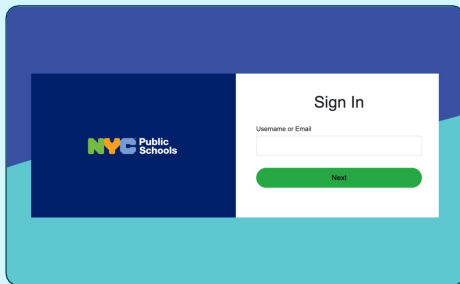




Quick Start Guide for New York City educators



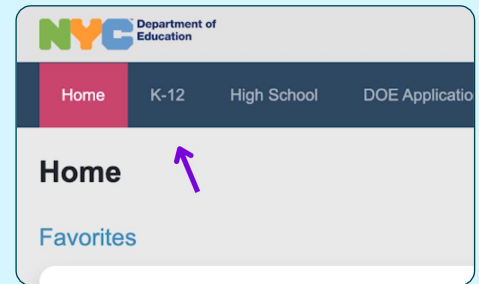
1



LOG IN TO TEACHHUB

Let's get started by heading to TeachHub at teachhub.schools.nyc. Log in using your DOE email address.

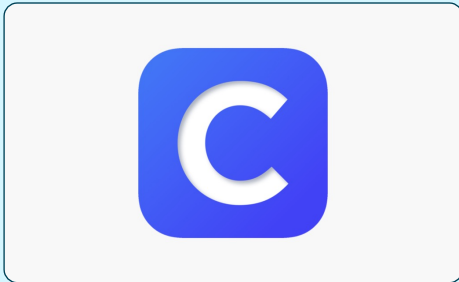
2



HEAD TO THE K-12 TAB

Once you've logged into TeachHub, click on the K-12 tab on the top left corner of your screen.

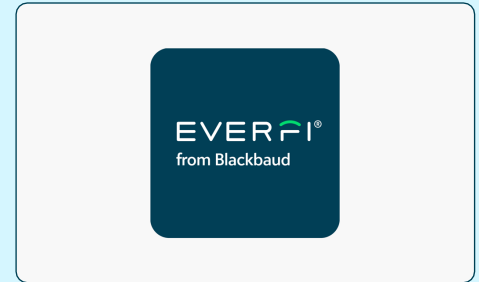
3



CLICK ON THE CLEVER ICON

Find the the blue Clever icon on your K-12 tab and click on it. If given the option when logging into Clever, please do so as "Teacher" instead of "Staff."

4



SELECT THE EVERFI APP

Once you've entered Clever, select the EVERFI from Blackbaud app to get started. If you don't see it, you may need to search for it for the first time.

PREVIEW COURSES?

Experience them for yourself by clicking the "Details" box next to a course and then selecting "Preview Course"



QUESTIONS?

Reach out to your dedicated regional team at k12east@everfi.com



What if my DOE email is not linked to Clever?



Visit [EVERFI.com/NewTeacher](https://everfi.com/NewTeacher) to set up a new account

1

LOCATE YOUR SCHOOL

Select your country & state/province and then search your school name or zip code (if your school isn't listed, click "Can't find your school?").

2

CREATE YOUR PROFILE

Enter your name, select your grade(s) & the topics you're interested in checking out, enter your school email, and then create a password.

3

ASSIGN COURSES

Explore our library of free courses and assign them to your students by clicking "+ Add to Class." If you have already created classes, you'll have the option to add courses to your existing classes.

4

GET YOUR STUDENTS STARTED

Fill out your class profile, add any additional courses, and click "Create Class." Now your students can easily get started by entering their unique registration code at [EVERFI.com/Student](https://everfi.com/Student).

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QUESTIONS?

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