

**Before you begin:**

1. A picture of yourself, or familiar "Class Icon" saved on your computer
2. A picture of each student, saved on your computer
3. A list of your students including the following information:
  - **First Name, Last Name, Student ID Number**

**Accessing Waterford Manager**

1. Visit [waterford.lcisd.org](http://waterford.lcisd.org) *Hint – you might want to save this page as a favorite!*
2. Log in using your **LCISD Username** (ie. hdornak)
3. Your Waterford Manager password is: **Teacher1**  
***This password is case sensitive***

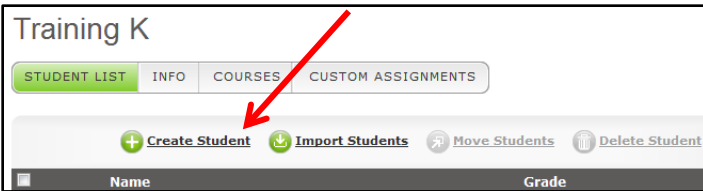
**Entering Students**

1. Select the **Students Tab**.
2. Select **Your School's Name** from the tree.
3. Select **Your Last Name** from the list of classes.
4. Click the **"Create Student"**



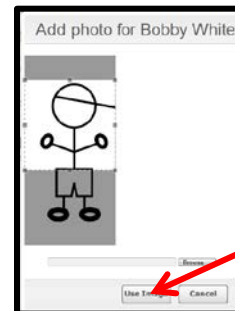
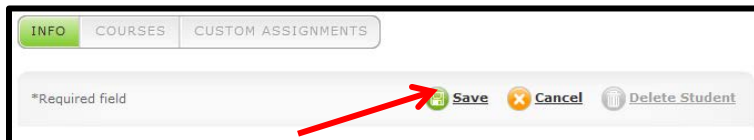
5. Enter student information

Only fields marked with an asterisk (\*) are required for student enrollment. Other fields are not essential.



**Adding Student Photos**

1. To upload student's pictures to help the student log in to the Waterford Student App (jpg, tif or png format) click **Change Picture**.
2. Browse to the location where you have the student pictures saved and select the appropriate photo. Adjust the cropping as you see fit. Click **Use Image**.
3. Click **Save**.



Repeat this process for each student you enroll in the Waterford program.



# Waterford Early Learning

**Before you begin:**

Have a picture of yourself or familiar "Class Icon" saved on your computer

Ex: Bryan's Butterflies or a photo of Mrs. Bryan



OR



**Accessing Waterford Manager**

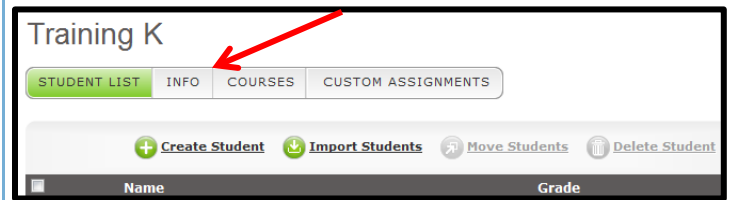
1. Visit [waterford.lcisid.org](http://waterford.lcisid.org) *Hint – you might want to save this page as a favorite!*
2. Log in using your **LCISD Username** (ie. hdornak)
3. Your Waterford Manager password is: **Teacher1**  
***This password is case sensitive***

**Adding a Class Picture or Icon**

1. Select the **Students Tab**
2. Select **Your School's Name** from the tree on the left
3. Select **Your Last Name** from the list of classes



4. Click the **Info Tab**



**Adding Class Picture or Icon**

5. To upload a class picture or icon to help the student log in to the Waterford Student App (jpg, tif or png format) click **Change Picture**.
6. Browse to the location where you have your photo or class icon saved and select the appropriate photo. Adjust the cropping as you see fit.
7. Click **Use Image**.
8. Click **Save**.



Now your students will be able to identify their class by finding your picture or class icon in the Waterford Student App.

