## Access the Waterford Manager in the Cloud

1. Open **Google Chrome** *(do not use Internet Explorer)* and enter manager.waterford.org in the browser’s address bar. Press the Enter key to load the manager.

   ![New Tab](image)

   **manager.waterford.org**

## Log In

2. Enter your credentials to log in.

   ![Log In](image)

   **Username:** your LCISD username  
   **Password:** Teacher1 *(case sensitive)*

   *Note: the first time you log in, you may be asked to reset your password. You can enter the same password and confirm it, or change your password to something more memorable for you.*

## Navigate to Your Class

3. Click on the Students tab.

   ![Students Tab](image)

4. Navigate to your class by clicking on the arrow next to Lamar CISD/TX and your campus.

   ![Lamar CISD/TX](image)

5. Finally click on your name to access your class.

   ![Your Name](image)

6. In this area you can add/or remove students, check their assignments and create custom assignments.

## Create a Bookmark

7. When your class loads, you will see a Student App shortcut. Click to open the Student App in a new tab.

   ![Student App Shortcut](image)

8. Click the star in the address bar.

   ![Star in Address Bar](image)

9. You will get confirmation that a bookmark was added for Waterford Early Learning.

## Launch the Student App for Your Class from Favorites

10. Open **Google Chrome**

    ![Google Chrome](image)

11. Click on the **** in the upper right corner.

    ![Menu Icon](image)

12. Hover over Bookmarks, and a new window will open with your bookmarks. Click on Waterford Early Learning to launch the Student App for your Class.

   ![Bookmarks](image)