



# Setting Up Your School Guide

For Schools

Here are some simple steps to get your school set up on Bug Club Digital:

## Step 1: Log in to ActiveLearn Primary

You should have already received an email with your login details called, 'Set Password for ActiveLearn Primary'. This email contains your system-generated username (you can personalise this later), your school code and a link to set your password:

**From:** [help@pearson.com.au](mailto:help@pearson.com.au)

**To:** Me

Dear New Bug Club Teacher,

Good news!

An ActiveLearn Primary account has been created for you. Just click this link within 30 days and set-up your password to get started.

[Set your password](#)

When you have set your password you can log in at:

<http://www.activelearnprimary.com.au>

Using the details:

Username: **newbct**

School code: **nbc**

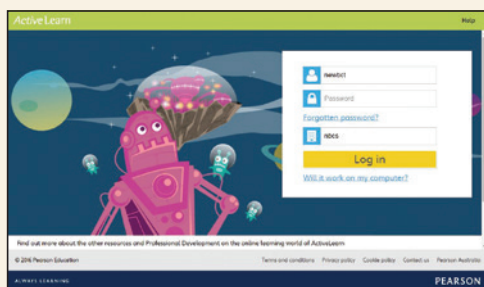
If you need help with your password or your link has expired, please visit the above link and click on 'Forgotten your password?'

Regards - Customer Digital Support Team

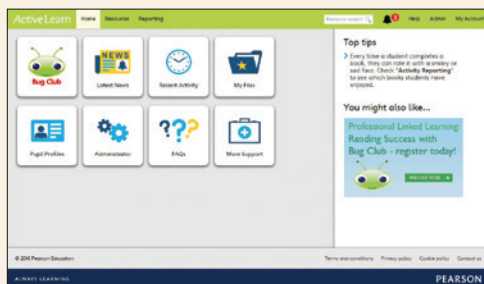
Selecting the 'Set your password' link will take you to a page where you can create your password. Passwords for teachers need to be at least 8 characters long.

Once you have chosen and confirmed your password, select the 'Log in Page' link to go to the Bug Club Digital homepage ([www.activelearnprimary.com.au](http://www.activelearnprimary.com.au)):

Your username and school code will already be populated. Enter your password and select 'Log in':



After you agree to the End User Licence Agreement, you will arrive at the home page:



## Step 2: Creating your teacher and student accounts

Once you have logged into **ActiveLearn**, set up user accounts for your teachers and students. Any teacher account can do this, so you can set up the school yourself, or teachers can set up the accounts for their own students once they have logins.

Refer [here](#) for instructions on how to create or update individual teacher accounts, including how to personalise your username.

Refer [here](#) for instructions on how to create or update individual student accounts.

Refer [here](#) for instructions on how you can use the 'bulk import' functionality to create multiple accounts at a time.

All these instructions can also be found in the 'Help' section, in the top right corner of **ActiveLearn**.

### Trouble with creating accounts?

We are more than happy to create accounts for you. Just email the details of new teachers or students to [help@pearson.com.au](mailto:help@pearson.com.au)

For teacher accounts we need:

- First name
- Surname
- Email address.

For student accounts we need:

- First name
- Surname
- Year level.

Optional information for students include:

- Preferred username
- Class
- Password.

If not specified, a student will have a system-generated username, a password initially defaulting to 'bug', and we'll email you when the accounts have been created.

Teachers will be sent a system-generated email letting them know that their account has been created, along with their username, school code and the link to set their password.

## Step 3: Enjoy the world of Bug Club!

If you would like any pointers on navigation, or would like some handy hints on allocating books or on student reporting, please refer to our 'Getting Started Guide' [here](#).

If you have any questions or difficulties, please contact Customer Care 8.30am-7.30pm AEST Monday to Friday on:

Phone: **1300 473 277**

Email: [help@pearson.com.au](mailto:help@pearson.com.au)

Live Chat: <https://support.pearson.com/>