

# HOW-TO CLAIM YOUR TEACHER ACCOUNT ON WWW.FASTalk.ORG



## STEP 1

Go to [www.FASTalk.org](http://www.FASTalk.org) and click on SET UP MY FASTalk ACCOUNT.

A screenshot of the 'Claim Account' form. It has a title 'Claim Account' and a field for 'EMAIL ID' with a placeholder 'Enter'. Below the field are two buttons: 'SUBMIT' (highlighted in red) and 'CANCEL'.

## STEP 2

Enter in your school email address. Then, click SUBMIT.



## STEP 3

Open your email inbox and open the Teacher Claim Verification Link email. Click SET UP YOUR PASSWORD.

A screenshot of the 'Configure Account' form. It has fields for 'EMAIL' (kelsey@fastalk.org), 'NEW PASSWORD\*' (placeholder 'Enter'), and 'CONFIRM NEW PASSWORD\*'. Below these are fields for 'NAME YOU GO BY\*' (placeholder 'ex. Mr/Mrs B') and a 'SUBMIT' button. The 'NEW PASSWORD\*' and 'CONFIRM NEW PASSWORD\*' fields are highlighted in red.

## STEP 4

Enter your school email address. Create a new password that meets the following criteria:

- *Minimum of 8 characters*
- *At least one letter*
- *At least one number*
- *At least one special symbol*
- *At least one UPPER CASE letter*

Re-enter your password to confirm.

A screenshot of the 'Configure Account' form. It has fields for 'EMAIL' (kelsey@fastalk.org), 'NEW PASSWORD\*', 'CONFIRM NEW PASSWORD\*', and 'NAME YOU GO BY\*' (filled with 'Ms. Hodge'). Below these are a 'SUBMIT' button and a 'CANCEL' button. The 'NAME YOU GO BY\*' field and the 'SUBMIT' button are highlighted in red.

## STEP 5

All of the pre-scheduled FASTalk messages sent out to families will be tagged with the name you enter under NAME YOU GO BY.

Enter the name your students know you as – Ms. Kelsey – or the name of your school and grade level – Meadowbrook 1st Grade. Then, click SUBMIT.

Have questions or need assistance?

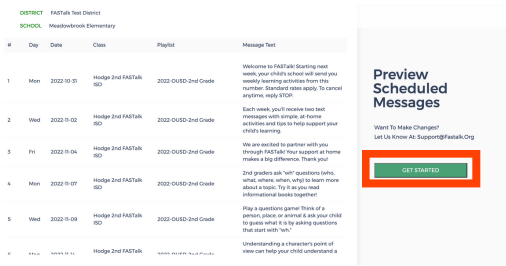
Email us at [support@fastalk.org](mailto:support@fastalk.org) or submit a [Support Request](#).

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## STEP 6

If you're claiming your teacher account close to the launch of FASTalk, you'll be able to preview the playlist of pre-scheduled texts. If you have any initial pacing adjustment requests, please complete this [support request form!](#)

Click GET STARTED to continue setup.



## STEP 7

**OPTIONAL:** If you'd like to experience FASTalk as families do, receiving 2 text messages each week from your assigned FASTalk phone number, click YES.

**TIP:** Receiving the weekly FASTalk messages keeps you in the loop about the tips and activities families have received in case they have any questions! Your personal mobile number will remain private.

## Get Started

Would You Like To Receive The FASTalk Messages  
Your Students Receive On Your Personal Cell  
Phone?

YES

NO

## STEP 8

**OPTIONAL:** Entering your mobile number here means that you'll be added as a student to your class roster.

If you later decide you no longer want to receive the weekly texts, you can simply remove yourself from your class roster.

PHONE NUMBER\*

  
Enter

SUBMIT CANCEL

## STEP 9

You'll be redirected to the FASTalk login page where a message letting you know that you've successfully claimed your FASTalk account!

Now, you can access your FASTalk account on the web by logging in or on your smartphone after downloading the FASTalk mobile app for teachers from the [iTunes App Store](#) or the [Google Play Store](#).

