

# Creating a Parent Account on **OTIS** for educators!™

**OTIS for educators** is your new online training and support platform. Videos on OTIS help parents/guardians learn how to support distance learning by teaching skills like troubleshooting home wireless internet connections, enabling webcams, connecting to a Google Meet or Canvas Conference, and much more. We encourage all of our district's parents to sign up and take advantage of this opportunity.



**1** Open up a web browser like Chrome or Safari and go to this URL: <https://otis.teq.com/users/register/group>

A screenshot of the OTIS for educators registration page. The page has a navigation bar with links for 'UPCOMING COURSES', 'COURSE LIBRARY', 'LESSONS', 'SKILLS', 'BLOG', 'PRICING', 'FREE COURSES', 'WEBINAR', and 'LOGIN'. The main heading is 'Group, District or Institutional Plans'. Below the heading is a paragraph of text explaining the benefits of a group plan. To the right is a 'DON'T BEE SHY' graphic with a bee. The registration form includes fields for 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Phone', 'School Name', and 'Group Code'. A checkbox labeled 'Signing up as a parent?' is at the top of the form. A yellow button at the bottom right says 'LET US HELP YOU'.

**2** **Fill out the form** with the necessary information (your name, contact information, personal email address, etc.).

**3** When prompted, **enter the Group Code provided** by your school.

A close-up view of the registration form fields. The fields are: 'John' (First Name), 'Smith' (Last Name), 'Email' (Email), 'Confirm Email' (Confirm Email), 'Phone' (Phone), 'School Name' (School Name), and 'Group Code' (Group Code). The 'Group Code' field is highlighted with a dashed border. Below the 'Group Code' field is the text 'Provided by your district or school administrator'.A close-up view of the 'Group Code' field. The field is a long, empty text box. Below the field is the text 'Provided by your district or school administrator'.

**4** **And you're in!** You're now able to view all of the parent/guardian content available on OTIS for educators.

If you have any issues with creating your account please contact **Teq at [otis@teq.com](mailto:otis@teq.com)** and let them know you are looking to create an account as a parent.