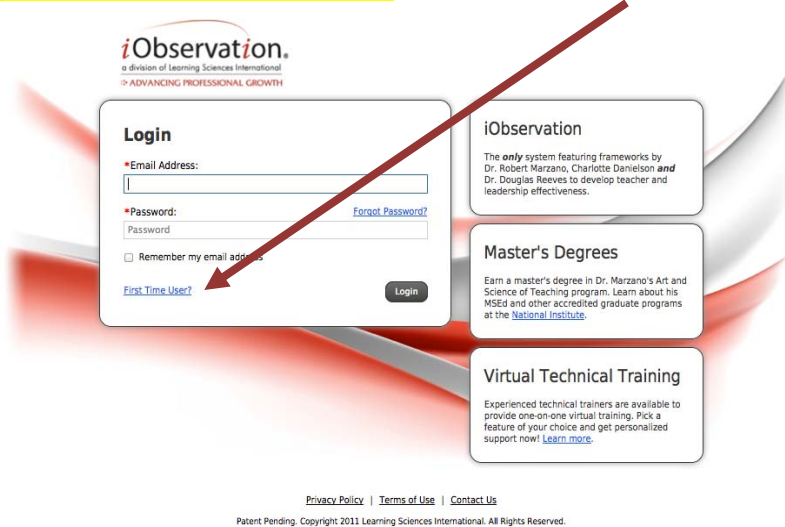


HOW TO SETUP YOUR IOBSERVATION ACCOUNT

1. Go to: www.effectiveeducators.com
2. **(DO NOT enter email address)** Click the **First Time User?** link (takes you to new screen)

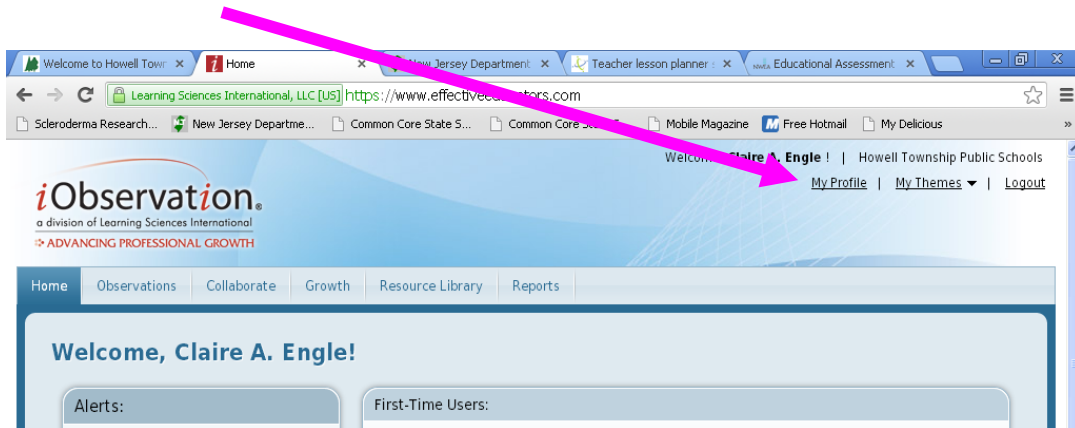


3. Type your Howell email address in the **Email Address** box.
4. Click **Submit**.
5. Go to your district email account to find an email from no-reply@EffectiveEducators.com containing your username and password. Note: You might need to wait a few minutes or check your spam/junk email folder if you do not see the email.
6. Click the link in the email or copy and paste the link into an internet browser.
7. Verify that the first name, last name, and email address displayed are correct.
 - a. *Optional:* If the first name, last name, or email address are incorrect type in the corresponding box to correct the information. You must use your district email address.
8. Type a password in the **Change Password** box.
9. Retype the password in the **Confirm Password** box.
10. Click **Save**.

For iObservation customer service/technical support please call 1-877-411-7114 or email cs@iobservation.com during the hours of 8 AM to 5 PM Monday through Friday for all continental US time zones, excluding holidays

HOW TO SETUP YOUR NOTIFICATION PREFERENCES IN IOBSERVATION

1. Login to iObservation – go to: www.effectiveeducators.com
2. Go to **MY PROFILE** (located top right corner of screen)



3. Scroll to *EMAIL NOTIFICATION PREFERENCES* section and make sure you have ✓ next to all the items listed under each of the categories.

Email Notification Preferences:

Observations:

- Send a copy of the Learner Notification Email to me when I finish an observation
- Notify me when a new observation form has been assigned to me
- Notify me when users acknowledges my observations

Discussions:

- Notify me when I have been added to a discussion
- Notify me when I have been removed from a discussion
- Notify me when a new post has been added to one of the discussions in which I am participating

Conferences:

- Notify me when I have been added to a conference
- Notify me when a new post has been added to one of my conferences

4. Scroll to bottom and click SAVE.

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