

OPTIC Registration

I. INITIAL REGISTRATION WHEN DONE THROUGH AN INVITATION TO JOIN A GROUP (new user)

1. You will receive an invitation to register and join a learning group in an email from your administrator.
2. Click on the 'Register Now' button in the email. This will bring you to the registration user interface (UI) of your organization.
3. Enter your email (the one that was used in the group invitation to you), password and password confirmation, **enter the organization license code that has been given by organization administrator**, agree to terms and choose the 'Sign Up' button. *It is imperative that the email the administrator sends the invitation to is the same email you, the new registrant, uses to register.*
4. You will be asked to verify your email. Go to the '**Verify Your Email Address**' email sent from support@teachforward.com Check your inbox and junk mail. It is recommended that all users put support@teachforward.com in their contacts so that the emails do not go to junk mail.
5. Once you click in the email from support@teachforward.com , you will be directed to the Login page where you can enter your email address and password to log into the system.
6. Important: Now you must complete your registration by **completing your profile (choose organization, department, and role.**
7. You will then click the Accept button to accept the invitation to the group.

II. INITIAL REGISTRATION FROM ORGANIZATION URL (new user)

1. Go to ma-optic.com
2. Click on the orange button, Register Now
3. Enter your email; enter password and password confirmation; **enter the organization license code that has been given by organization administrator**; agree to terms and choose the 'Sign Up' button. *It is imperative that the email the administrator sends the invitation to is the same email you, the new registrant, uses to register.*
4. You will be asked to verify your email. Go to the '**Verify Your Email Address**' email sent from support@teachforward.com Check your inbox and junk mail. It is recommended that all users put support@teachforward.com in their contacts so that the emails do not go to junk mail.
5. Once you click in the email from support@teachforward.com , you will be directed to the Login page where you can enter your email address and password to log into the system.
6. Important: Now you must complete your registration by **completing your profile (choose organization, department, and role.** *(You will not have any assignments until the administrator has assigned one to you).*

III. LOGIN for Existing USER

1. Go to ma-optic.com and click on LOGIN IN upper righthand corner
2. Enter your user name and password **and the organization License Code that has been given by the organization administrator.** *(The license code is new this year).* This will take you to the organization's account. If you were given an assignment, there will be a button asking you to Accept.