

## PGCPS REGISTRATION FOR BookNook Tutoring

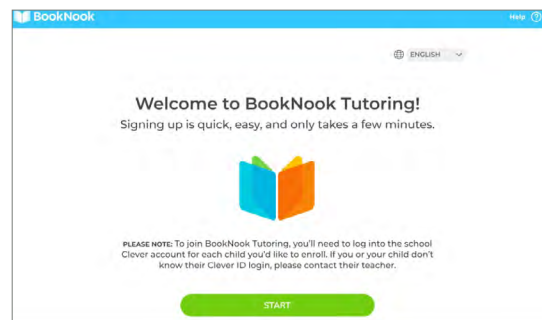
Registration for BookNook literacy tutoring is now open! To choose which tutoring dates you would like to register for, click <https://bit.ly/pgclever>

**TIP: USE YOUR STUDENT'S DISTRICT-ISSUED DEVICE TO REGISTER**

When you click on the tutoring dates you prefer, you will be brought to the BookNook Welcome screen.

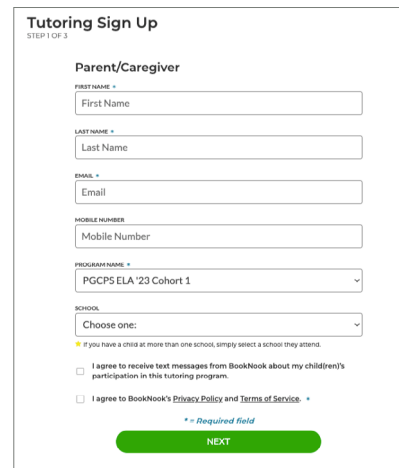
Note: in the right hand corner of the page, you will see a globe next to the word "English." You can select the down arrow to choose Spanish or French to change all text into one of those languages.

Click "Start" to begin the registration process.



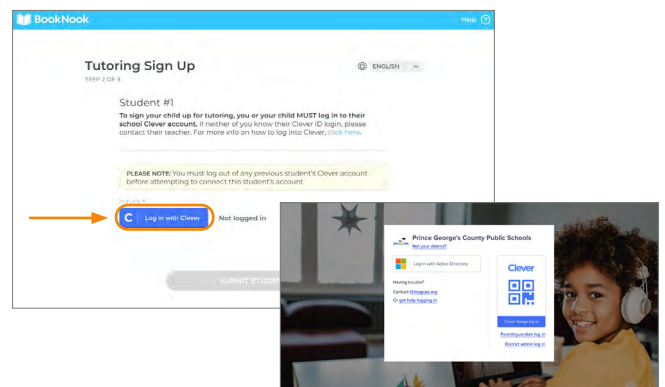
On the *Tutoring Sign Up* screen, enter the parent/caregiver information.

You will also need to check 2 boxes below that section agreeing to receive text messages from BookNook containing information about the times of your child's appointments with their tutor, as well as, BookNook's Privacy Policy and Terms of Service. Then select **"Next."**



On this Student Information screen, click on the blue "Log in with Clever" button.

Click on "Log in with Active Directory" or use your student's Clever badge to scan in.



On the PGCPs sign in page, enter your students' PGCPs username and password.

As a reminder, your student's username will be similar to the following format: **firstname-lastname**. If you've forgotten your student's password, please call your school's main office who can connect you with the school's password administrator.



Sign In

**PGCPS**

ads.pgcps.org

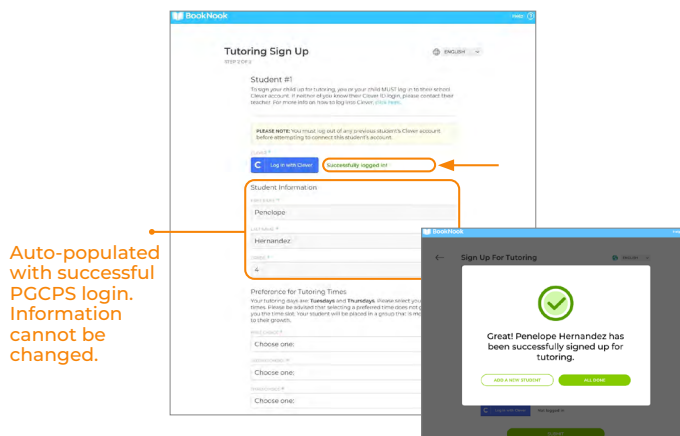
Type your PGCPs user name and password.

User name:  Example: domain\username

Password:

After you have successfully logged into your student's PGCPs account, your student's name and grade level will populate and you will see the message **"Successfully logged in"** in green next to the Clever login button. Now, you will need to select your preferred times for tutoring.

After you click Submit, you will see a successful registration screen.



**Tutoring Sign Up**

Student #1

**Successfully logged in**

**Student Information**

Penelope

Hernandez

**Preference for Tutoring Times**

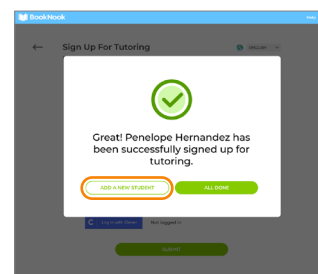
Choose one:

Choose one:

Choose one:

Auto-populated with successful PGCPs login. Information cannot be changed.

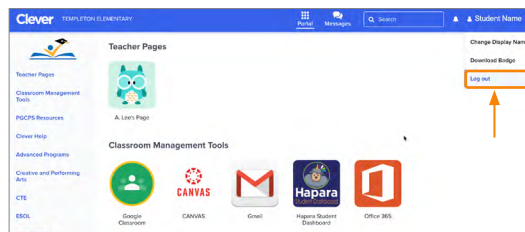
If you need to add another student, select **"Add a New Student"**—this will take you back to the *Student Information* screen to add another student.



**Great! Penelope Hernandez has been successfully signed up for tutoring.**

**Note:** It is important for you to make sure that you have logged out of your first student's PGCPs account.

To log out, go to your student's Clever screen in the upper right-hand corner and click your student's name and a drop down menu will appear. Click on log out.



**Clever**

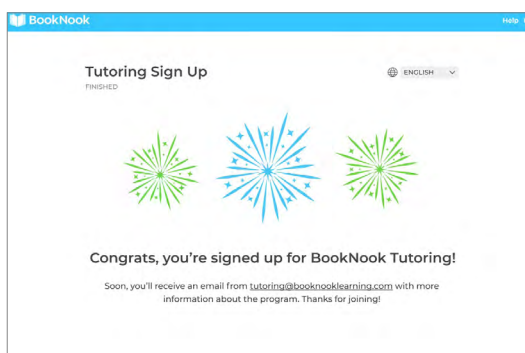
Teacher Pages

Classroom Management Tools

Change Display Name

Download Badge

When you have completed registering your student(s), select **"All Done"** and you will see the final registration screen. Expect a confirmation email from [tutoring@booknooklearning.com](mailto:tutoring@booknooklearning.com).



**Tutoring Sign Up**

FINISHED

**Congrats, you're signed up for BookNook Tutoring!**

Soon, you'll receive an email from [tutoring@booknooklearning.com](mailto:tutoring@booknooklearning.com) with more information about the program. Thanks for joining!