

Note: This is your Higher Reach Account.

Creating a Web Login (Instructor)

Below are the instructions on how to create a web login (username and password) for Higher Reach instructor Portal

1. You will receive an email with a link to create a web login (username and password)
 - a. Note: Please check your spam folder if you do not see it in your inbox.
2. Click on the word link or copy and paste the link into your browser

Graduate School USA Create New Login



customersupport@graduateschool.edu
To Tameka Linzy

Dear Mary Jo Smith:

A request has been initiated for you to create a web login to our self service site. Please use this [link](#) to complete the required steps to establish your login. The link will expire on Thursday, June 27, 2019 09:30 AM EDT.

You can also paste this link into your browser to access the page:

<http://register.graduateschool.edu:80/modules/login/index.jsp?action=createAccount&URL=http://register.graduateschool.edu:80/modules/customer/index.html&SecretCode=YCdOT10vDZb7515388b>

For additional assistance, please feel free to contact customersupport@graduateschool.edu or call us at 888-744-GRAD(4723). Thank you,

Graduate School USA

3. Once you click on the link you will be redirected to Higher Reach to create you web login.
 - a. Note: Please enter in all the required information marked with a red asterisk (*)
 - i. Higher Reach counts spaces as characters
 1. Please make sure that there are no spaces before the first letter and after the last letter in your login (username).



Real-World Training For Real-World Challenges

Create new web login

- First Name
- Middle Name
- Last Name
- Birthday
- Email
- Login
- Password
- Verify Password
- Secret Question
- Secret Answer



Real-World Training For Real-World Challenges

Create new web login

- First Name
- Middle Name
- Last Name
- Birthday
- Email
- Login
- Password
- Verify Password
- Secret Question
- Secret Answer

4. Click on "Create"

- a. Note: A message will appear at the bottom saying "thank you for creating an account."



Real-World Training For Real-World Challenges

Create a new Customer Account

- First Name
- Middle Name
- Last Name
- Birthday (MM/DD/YYYY)
- Email
- Login
- Password
- Verify Password
- Secret Question
- Secret Answer

Thank you for creating an account. You may now log in! [GO TO LOGIN](#)

5. Click on **INSTRUCTOR LOGIN** (located at the bottom of the screen).



Real-World Training For Real-World Challenges

Instructor Login

Login

Password

[Forgot your password? Click here to reset your password](#)

[LOGIN](#)



Real-World Training For Real-World Challenges

Mary Jo Smith [Logout](#)

MY SCHEDULE

Upcoming Classes

No schedule information found.

6. If you have any upcoming courses they will be listed here and under **CURRENT SECTIONS**

- a. **Note:** Please be aware that if a section (course) is five days then you will see it listed under VIEW SCHEDULE five times (one for each day)