1. Once you have bought your Read Write Inc. Spelling online content subscription you will receive this email:

![Image of email]

**Dear Joe Bloggs,**

Thank you for joining Oxford Owl for school!

Please click the button below to confirm your registration details, accept terms & conditions and create your password.

**Passwords must have:**
- A minimum of 6 characters
- At least one uppercase letter
- At least one lowercase letter
- No spaces

**Go to Oxford Owl to complete my registration**

Can’t see the button? Copy and paste your unique link into your internet browser.

**The Oxford Owl Team**

* Not sure why you have received this email?

This email is sent to everyone who has registered for Oxford Owl for school or who has registered at www.oupdirect.co.uk. Or you might have received the email because you or someone at your school has subscribed to one of the resources that are part of Oxford Owl

[Email content]

**Tip:** If you don’t receive this email straight away, please check your junk folder. If it is not in your junk folder call 01536 452960 or email owlsupport@oup.com

2. The next step is to click on the blue button ‘Go to Oxford Owl to complete my registration’. (If you cannot see this button, please click on the url that sits beneath it.)

**Go to Oxford Owl to complete my registration**
3. This button will take you to the Oxford Owl 'My Profile' page:

You will need to complete each section:
- Title
- First name
- Last name
- Password

**Note:** Your password must contain:
- A minimum of 6 characters
- At least one uppercase letter
- At least one lowercase letter
- No spaces

- Role
- Year Group
You will then need to tick the box ‘I accept Oxford Owl’s Terms and Conditions and Privacy Policy. Read the Terms and Conditions and Privacy Policy by clicking on the pink links.

- I would like to get the latest news and offers from Oxford Primary.
- I accept Oxford Owl’s Terms and Conditions and Privacy Policy.

Then you will need to click on the big pink ‘Complete’ button.

Tip: If you have any queries when completing this section please call 01536 452960 or email owlsupport@oup.com

4. Once you have clicked complete, you will be taken to the Oxford Owl dashboard. From here you can access all of the Read Write Inc. Spelling online resources. You will need to select ‘Read Write Inc. Spelling’

5. Each member of staff will need to be set up with their own username and password. This will allow them to login to up to 5 devices at any time. You can give up to 20 members of staff access to the Read Write Inc. Spelling online resources. To add extra members of staff just click on your name and select ‘Manage staff access’
6. This will take you to the ‘Manage staff access’ screen.

You can add staff individually using the ‘Add staff member’ section

OR you can add several members of staff at the same time using the ‘Add staff list’ section

To do this click on the pink link ‘Download the CSV template’.
Then fill in your staff details:

Save the document on your own computer, and then return to the ‘Manage staff access’ webpage.

From here, you click ‘browse’

Select your document and then click ‘Upload’

**Tip:** If you have any queries when completing this section or if your staff have been invited and have not received an email, please call 01536 452960 or email owlsupport@oup.com.

Each member of staff will then receive an email confirming they have been given access to Read Write Inc. Spelling. They will need to confirm their details in order to get access the account. **They will then need to complete steps 1 to 4.**

Your account set up will then be complete!

We do hope your school enjoy using Read Write Inc. Spelling.

If you have any queries when using Read Write Inc. Spelling please call 01536 452960 or email owlsupport@oup.com.

If you would like to send us any feedback about Read Write Inc. Spelling please email owlfeedback@oup.com.
A guide to using Read Write Inc. Spelling once you have set up your account

1. Go to www.oxfordowl.co.uk

2. Select Log in at the top and put in your email and password:

3. This will take you to the Oxford Owl dashboard. You will need to select ‘Read Write Inc. Spelling’.
4. This will take you to the Read Write Inc. Spelling homepage. You can either start using the resources straight away or you can go to our ‘Walkthrough’ that will show you exactly how to use the online resources. To access the walkthrough select ‘Help’ at the top and then ‘Read Write Inc. Spelling’.

5. You will be taken to the Read Write Inc. Spelling FAQs page. From here you select ‘Walkthrough’
6. You will be taken to the ‘Walkthrough’ screen which will take you through how to use the online resources step-by-step.

You will now have a complete overview of all of the Read Write Inc. Spelling online content. Please note that for full guidance on teaching Read Write Inc. Spelling you will need to refer to the Teaching Handbook.

We do hope your school enjoy using Read Write Inc. Spelling.

If you have any queries when using Read Write Inc. Spelling please call 01536 452960 or email owlsupport@oup.com.

If you would like to send us any feedback about Read Write Inc. Spelling please email owlfeedback@oup.com.