1. Once you have bought your *Inspire Maths Online* subscription you will receive this email:

   ![Email screenshot](image)

   **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](url)

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

   **The Oxford Owl Team**

   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 marked ‘Go to Oxford Owl to complete my registration’.

   ![Button](image)

   If you cannot see this button, please click on the url that sits beneath it.
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 click the button marked ‘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 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 Inspire Maths Online resources. You will need to select the ‘Inspire Maths’ tile.

5. Now you will need to set up each member of staff with their own username and password. This will allow them to log in to Oxford Owl on up to 5 devices at any time. You can give up to 20 members of staff access to the Inspire Maths Online resources. Just click on your name at the top of the page 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 ‘Download the CSV template’ link:
Then fill in your staff details:

![Excel spreadsheet](image)

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

![管理制度网页](image)

From here, click ‘Browse’: Select your document and then click ‘Upload’:

![浏览和上传](image)

Each member of staff will then receive an email confirming they have been given access to *Inspire Maths Online*. 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 *Inspire Maths Online*.

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If you have any queries when using *Inspire Maths Online* or if your staff have been invited and have not received an email, please call 01536 452960 or email owlsupport@oup.com.

If you would like to send us any feedback about *Inspire Maths Online* please email owlfeedback@oup.com.