Setting up and getting started with your Numicon online account:
A guide for school leaders

1. Once you have bought your Numicon online subscription you will receive this 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 8 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. Most people register at www.oxfordowl.co.uk. Or you might have received the email because you, or someone at your school, has subscribed to one of the newsletters that are part of Oxford Owl

   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’.

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

   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 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

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

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

From here, click ‘Browse’:

Select your document and then click ‘Upload’:

Each member of staff will then receive an email confirming they have been given access to Numicon online. They will need to confirm their details in order to get access to 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 enjoys using Numicon online.

If you have any queries when using Numicon 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 Numicon online please email owlfeedback@oup.com.