

**NEW**

## BurlingtonEnglish Auto-Enrolling Process

# Great News ...

**BurlingtonEnglish can now auto-enroll your students! You will no longer need to manually add them individually to the instructional software program.**

**The software will communicate with FOCUS to add or remove your teachers and students automatically!**

### **What You Have to Know:**

- Teachers and students will have new accounts and will be issued new usernames and passwords.
- Students can activate their accounts in **BurlingtonEnglish** 24 hours after being registered into FOCUS.
- Teachers, classes, and students will be automatically enrolled in **BurlingtonEnglish**.
- Teachers that co-teach the same classes will share one **BurlingtonEnglish** account.
- The AZ and TZ will be up to date!

# NEW

## BurlingtonEnglish Auto-Enrolling Process

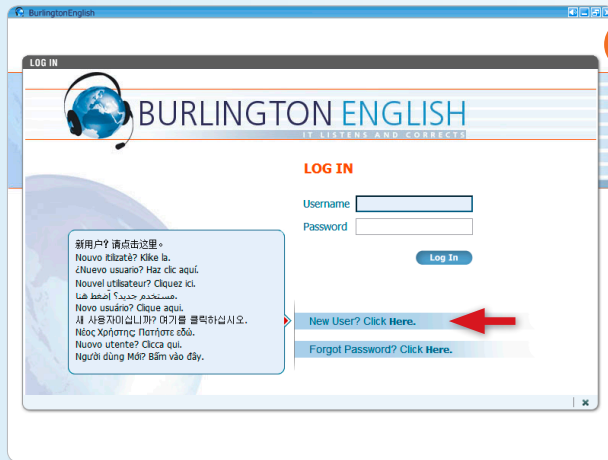
### Activating Students

The first time a student uses BurlingtonEnglish, it is necessary to activate their account. To do this, follow the steps below.

**Note:** In order to activate a student account, the student must be registered through FOCUS for the course, 24 hours prior to activation.



- 1 Launch **BurlingtonEnglish** by double-clicking the BE icon on the computer's desktop.



- 2 Click *New User? Click Here.*



- 3 Enter the activation code and click *Next*.

**Note:** The activation code is **mdcps + student number**. For example: **mdcps12345678**. (All lowercase.)

- 4 Fill in mother tongue (not English), gender, and password.

**Note:** The password for all students is **mdcps + student number**. (All lowercase.)

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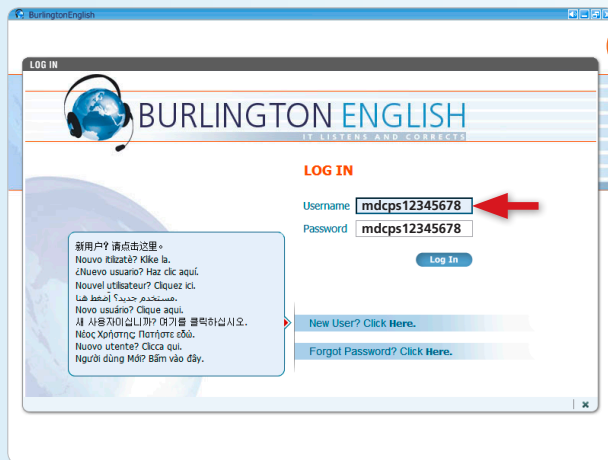
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## How to Log Students In to BurlingtonEnglish

After a student activates their account, they will log in to BurlingtonEnglish by entering their username and password.



- 1 Launch **BurlingtonEnglish** by double-clicking the BE icon on the computer's desktop.



- 2 Enter their username and password.

**Note:** Both their username and password are **mdcps + student number**.

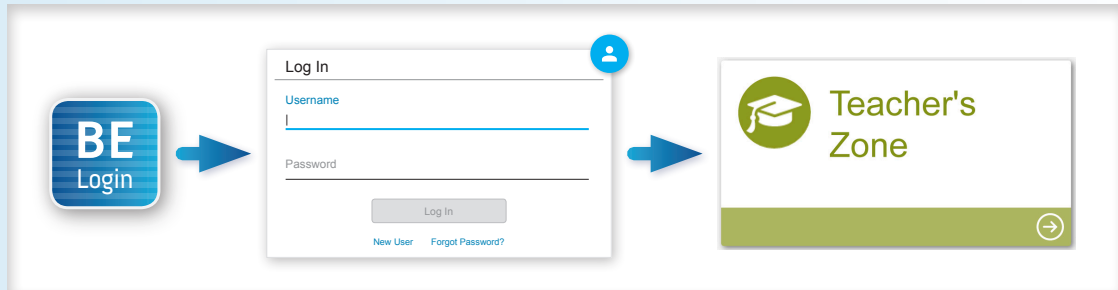
For example: **mdcps12345678**.  
(All lowercase, no spaces.)

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## BurlingtonEnglish Auto-Enrolling Process

### Logging In to Your Teacher's Account

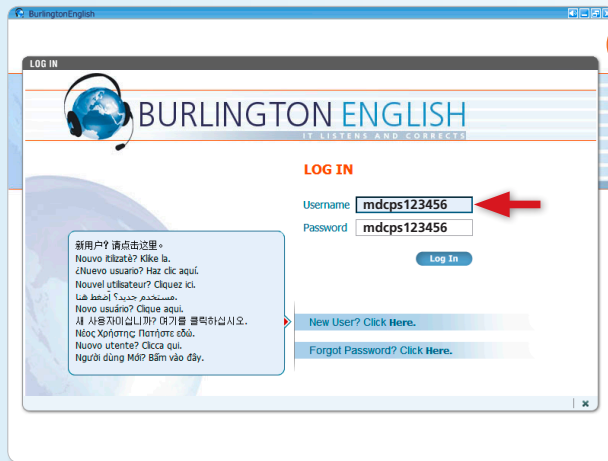
To access the Teacher's Zone, go to [www.BurlingtonEnglish.com](http://www.BurlingtonEnglish.com) and click BE Login. Log in and then click the Teacher's Zone Tile.



To access the ICL (In-Class Lessons) from the Student's Zone, follow the steps below:



- 1 Launch **BurlingtonEnglish** by double-clicking the BE icon on the computer's desktop.



- 2 Enter your username and password.

**Note:** Your username and password are your **mdcps + employee number**.  
For example: **mdcps123456**  
(All lowercase, no spaces.)