



## Frequently Asked Questions

# The PATHS® and Emozi™ Programs Educator Site

Thank you for your interest in our new service for PATHS® and Emozi™ program educators. As this is a new service from PATHS Program LLC, we've received a lot of questions, so we're providing a list of the most common ones. If you still have questions, please contact [support@pathsprogram.com](mailto:support@pathsprogram.com).

### **What is this and how is it different from what we have in print?**

- This is a new service that provides licensed users online access to either PATHS® program Curriculum Manuals (lesson plans) or Emozi™ program Teacher Guides.
- Lesson content is exactly the same as the printed PATHS® curriculum manuals. For the new Emozi™ program, the Teacher Guides are provided online only this year.

### **Who should submit the registration form?**

- If your school, district, or organization has previously purchased PATHS® or Emozi™ program “kits” or classroom packages, we ask that the principal, SEL coordinator, or another authorized administrator verifies the number of packages purchased for each grade level, and to identify the teachers who will need access to the online materials for each grade level.

### **Why do you need to verify teachers?**

- This year has led to a lot of changes in education. One of these changes is which teachers are at what school. Some teachers have moved schools. Others have retired. We need to verify the right teachers for each grade level are still teaching at your school.

### **What can slow the verification process down?**

- Not listing at least one teacher or staff member to receive access
- Not specifying which grade level(s) you are requesting for each teacher
  - Without this information we will be unable to grant user permissions.
- Requested access for teachers/staff that exceeds the quantity of purchased classroom packages/kits
  - Registrations are available in quantities that equal the number of purchased program kits/packages for each grade level. There should be a 1-to-1 ratio between the number of program kits and the number of registrations requested.
- Not correctly sharing the Google spreadsheet submitted with the form
  - See “How do I share my Google spreadsheet” below.

## **Can we get additional online registrations for an administrator?**

- Just as in the classroom, the Teacher Guides/Curriculum Manuals are intended for use by teachers who deliver program lessons directly to students. Additional tools designed for use by administrators are available on our “generic” login area (see “PATHS® Program users: Can we still access online support materials as we have in the past?” below).
- Access is available to licensed PATHS® and Emozi™ program customers. User assigned permissions are based on the number of program kits/classroom packages purchased. For the PATHS® program, some schools purchased a multi-grade “Counselor Package” for an individual administrator or counselor. In this case, that person can be registered for access to each grade level. Please indicate this when you submit your request.

## **Why can't I edit the Google spreadsheet?**

- This is a shared resource. To add your teachers to a sheet, please make a copy to your own Google Drive or download it as an Excel file (email Excel file to [support@pathsprogram.com](mailto:support@pathsprogram.com) with your school/district name and your contact information).

## **How do I share my Google spreadsheet?**

- After entering your data into the spreadsheet, click on “File,” then “Share,” then “Copy Link,” then change the permissions to allow anyone with the link to view. This will generate a link that allows anyone with that link to view the spreadsheet.
- Copy the link and paste it into your registration form in the field labeled “Link to Google Sheet.”

## **When will we receive access?**

- Once approved, teachers/staff will receive a link to set their permanent passwords within 72 hours.

## **Can I make changes to my school's list of users in the future?**

- Absolutely. All registrations belong to the licensed organization and are not tied to the individual user. To update who may have access, the SEL coordinator can email the changes to us at [support@pathsprogram.com](mailto:support@pathsprogram.com).

## **PATHS® Program users: Can we still access the online support materials as we have in the past?**

- Yes! If your teachers or administrators would like to continue to access the previously available online support materials without registering for this new service, the grade-specific logins printed in your PATHS® curriculum manuals will still work. Our new membership site provides access to both online versions of the Curriculum Manuals and the previously available online support materials.
- To continue to use the previous logins, go to: <https://pathsprogram.com/support-materials>