

Computerized Accounting using QuickBooks Online

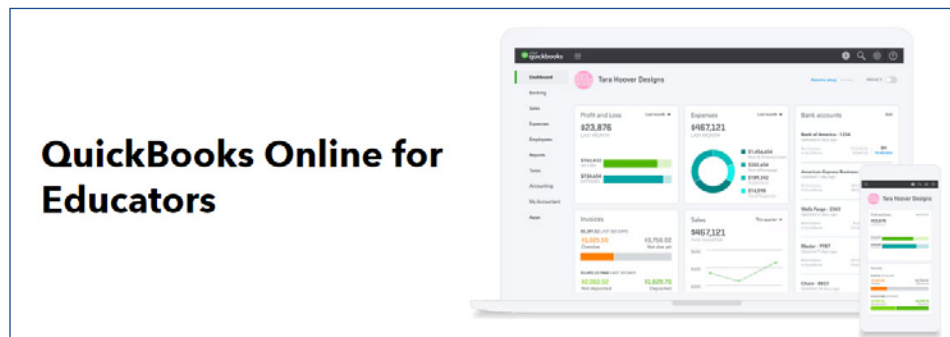
Request Access and Set Up Your
Intuit Educator Portal Account



Note: Please register with your institution email. If you have other Intuit accounts, i.e. Turbo Tax, you will want to make sure to sign out of those accounts before attempting to log into the Intuit Educator Portal.

Request Access and Set Up Your Intuit Educator Portal Account

1. Go to the [Intuit Educator Portal Registration page](#).



2. Fill out the form with your school information (make sure to use your institution email) and select Verify and Continue.

1 of 2 things will happen:

- 1) You will receive immediate approval and you will:

- A) Follow the instructions to create your *QuickBooks Online* Accountant account.
- B) Log in to the Intuit Educator Portal. **Note:** it is best to log into the Intuit Educator Portal in Google Chrome using Incognito Mode.

Welcome, Professor!

We have successfully verified your educator credentials and your account is ready!

Steps to getting started:

1. [Access the Intuit Educator Portal](#) by creating your login credentials or log in with existing credentials.
2. Check out the “How the Educator Portal Works” video on the Portal to learn how to set up your class(es), invite your students, and access resources.

If you have any questions, please visit our [support page](#).

Thanks!
The Intuit Team

2) You will be asked to provide additional verification documentation

Verification documents

We apologize, we couldn't verify your educator status.

Documents will be reviewed in a few minutes by staff at SheerID, a trusted partner. [How does verifying work?](#)

Acceptable examples include:

- Teacher ID card with valid date
- Pay stub from within last 60 days

Upload your school-issued document that shows:

- Your full name
- Your school
- A date in the current school year

Make sure the document image is clear, readable, and displays your full legal name as enrolled at your school. **Do not include any confidential personal info such as SSN or banking details.** Black these out by hand before you scan the form or use an editing feature on your computer.

Drag & drop your files here or [browse](#)

File must be .jpg .jpeg .png .pdf .gif or .bmp

After uploading accepted verification documentation, you will receive the approval mentioned previously. If you do not receive an approval, check your junk or spam folder. If the approval is not there, contact Armond Dalton Publishers at 517-351-8520 between 8:00 am and 4:00 pm Eastern time for assistance. Alternatively, you can forward your email from Intuit to adpub@armonddalton.com to request assistance. Note: Armond Dalton cannot verify you, but we will reach out to our Intuit contact for assistance.