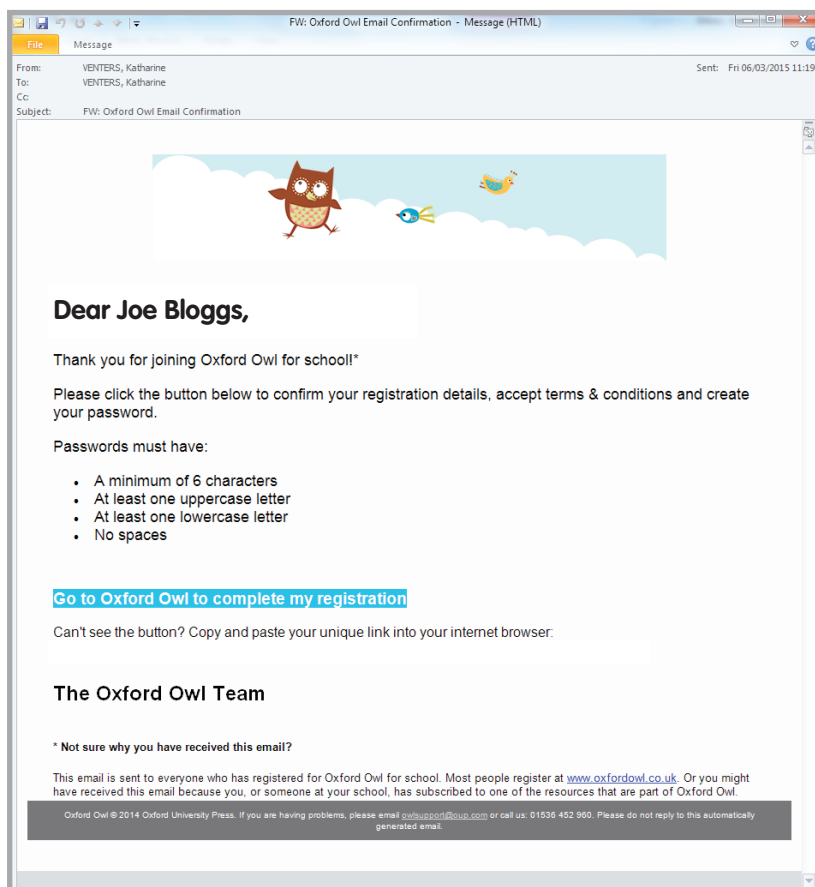


# Setting up and getting started with your *Numicon* online account: A guide for school leaders

1. Once you have bought your *Numicon* online subscription you will receive this email:



**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](mailto: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:

**OxfordOWL** Help Hello Joe Bloggs

**My Profile** Manage staff access Create class login My School

My admin

## My Profile

**Complete your details**  
Please complete your details in the sections below.  
Select Complete to finish your registration.  
Please ensure you complete all sections before leaving this page.

**Title** Mr [dropdown] Edit

Other title: Please state

**First name** Performance Edit

**Last name** Everything Edit

**Email address** Joe.bloggs@school.co.uk

**Password** Edit   
Your password should have at least 6 characters, with at least one lowercase letter, one capital letter and no spaces.  
Password\* [input]  
Password confirmation\* [input]

**Role** Headteacher [dropdown] Edit

Other role: Please state

**Year group** Edit

Year  
☐ Foundation ☐ Year 3/ Primary 4  
☐ Reception/ Primary 1 ☐ Year 4/ Primary 5  
☐ Year 1/ Primary 2 ☐ Year 5/ Primary 6  
☐ Year 2/ Primary 3 ☐ Year 6/ Primary 7

☐ I would like to get the latest news and offers from Oxford Primary.  
☐ I accept Oxford Owl's [Terms and Conditions](#) and [Privacy Policy](#).\*

**Complete**

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

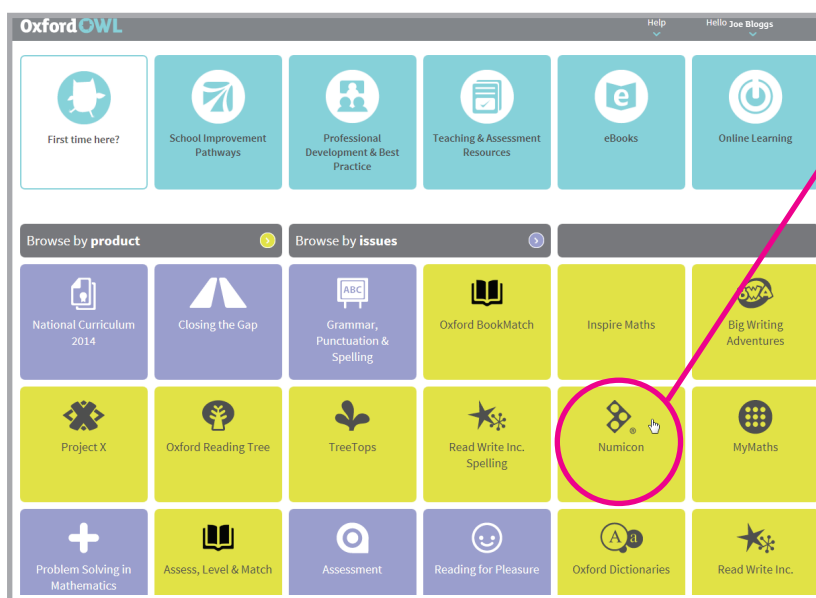
You will then need to tick the box 'I accept Oxford Owl's Terms and Conditions and Privacy Policy'. Read the Terms and Conditions and Privacy Policy by clicking on the pink links.

- ☐ I would like to get the latest news and offers from Oxford Primary.
- ☐ I accept Oxford Owl's [Terms and Conditions](#) and [Privacy Policy](#).\*

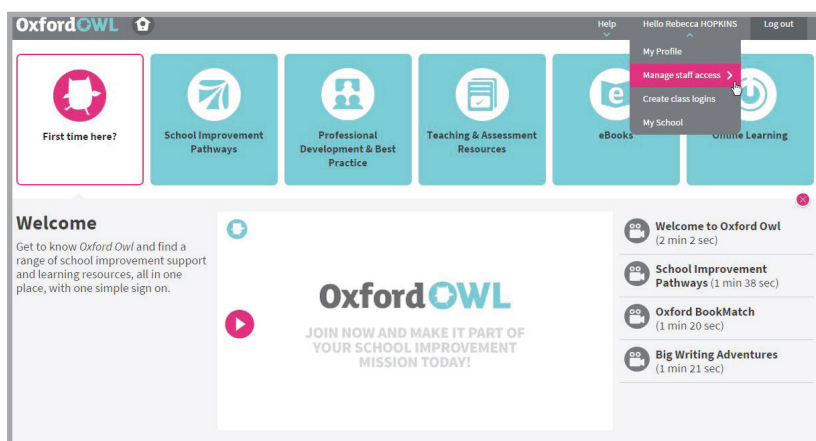
Then you will need to click on the big pink 'Complete' button

**Complete** ➔

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.

The screenshot shows the 'Manage staff access' screen in the Oxford Owl system. The top navigation bar includes 'My Profile', 'Manage staff access' (highlighted), 'Create class login', and 'My School'. The main heading is 'Manage staff access'. Below it, there is a paragraph explaining how to add staff members: 'Add multiple staff members using the 'Add staff list' feature or add individual staff members using the 'Add staff member' feature. All new members will receive a confirmation email. To activate their membership new users will need to click on the confirmation link in the email and complete their user profile.'

There are two main sections: 'Add staff list' and 'Add staff member'.

**Add staff list**

1. [Download the CSV template.](#)
2. Fill in the template with staff details and click save.
3. Browse for your completed template and click the Upload button to import the list.

Below the instructions is a file input field with a 'Browse' button and an 'Upload' button.

**Add staff member**

Below the heading are three input fields: 'First name\*', 'Last name\*', and 'Email\*'. At the bottom is a 'Submit' button.

You can add staff individually using the 'Add staff member' section

The screenshot shows the 'Add staff member' form. It has a light blue background and a white border. The heading 'Add staff member' is at the top. Below it are three input fields: 'First name\*', 'Last name\*', and 'Email\*'. At the bottom is a 'Submit' button with a right arrow.

OR you can add several members of staff at the same time using the 'Add staff list' section

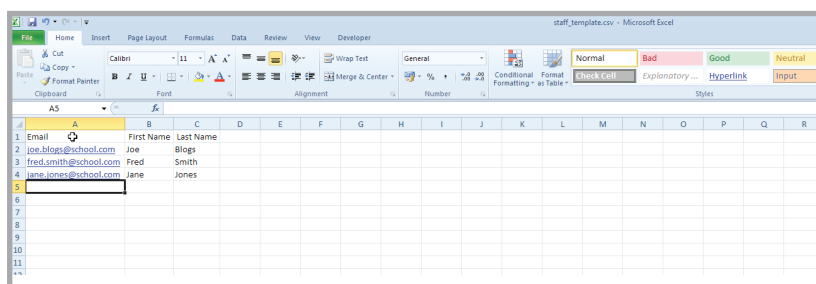
To do this click on the pink 'Download the CSV template' link.

The screenshot shows the 'Add staff list' section. The heading 'Add staff list' is at the top. Below it are three numbered steps:

1. [Download the CSV template.](#)
2. Fill in the template with staff details and click save.
3. Browse for your completed template and click the Upload button to import the list.

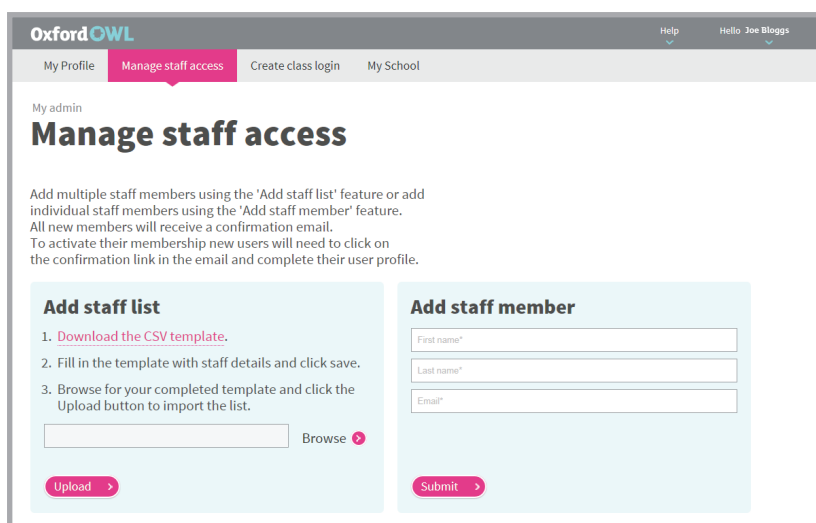
Below the instructions is a file input field with a 'Browse' button and an 'Upload' button. A pink line points from the 'Download the CSV template' link to the 'Upload' button.

Then fill in your staff details:



|    | A                     | B          | C         | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|-----------------------|------------|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1  | Email                 | First Name | Last Name |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  | joe.bloggs@school.com | Joe        | Bloggs    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3  | fred.smith@school.com | Fred       | Smith     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  | jane.jones@school.com | Jane       | Jones     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 |                       |            |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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



**Manage staff access**

Add multiple staff members using the 'Add staff list' feature or add individual staff members using the 'Add staff member' feature. All new members will receive a confirmation email. To activate their membership new users will need to click on the confirmation link in the email and complete their user profile.

**Add staff list**

1. Download the CSV template.
2. Fill in the template with staff details and click save.
3. Browse for your completed template and click the Upload button to import the list.

Browse

Upload

**Add staff member**

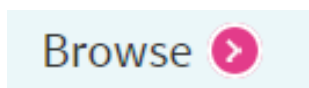
First name\*

Last name\*

Email\*

Submit

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 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](mailto:owlsupport@oup.com).

If you would like to send us any feedback about *Numicon* online please email [owlfeedback@oup.com](mailto:owlfeedback@oup.com).