Expanding Use: Rostering and Access

In some cases, sites will be rostering new or additional students at this time. If you are not the member of the team that oversees account provisioning for Lexia, the best course of action is to reach out to the person or department that typically rosters accounts, and let them know that you will be expanding use.

If you oversee the provisioning of Lexia accounts, we strongly recommend that you continue to use the same method for rostering accounts that you have up to this point to limit the disruption to staff and students. You will likely use one of the following methods:

Manual Account Creation

- **You can individually create each student, class, and staff account in myLexia. (click here)**

- **You can import spreadsheets to create your staff and student accounts. (click here)**

Note: Any staff member with a Teacher access role can create students and add them to a class. **(click here)**

Automated Provisioning Options

Your school or district may already be using automated provisioning and/or Single Sign On (SSO) for students, which could impact the ability to manually create student accounts. More information about automated provisioning is found in our **Setup & Technical Information** page. If you already use automated provisioning and are unsure how best to add new student accounts, Lexia Support is happy to discuss what alterations you will need to make.

Note: If you do not already use automated imports, Lexia does not recommend changing your provisioning method for this purpose. The reason is that a standard transition to automated imports can take 2-3 weeks, and we expect this timeframe to be extended during this time. In order to ensure students are able to quickly get started, if your district is not already using automated imports, it is best to forgo switching to automated imports at this time.