How to Access HMH ELA K-12 and Math K-8 Online Curricular Resources

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Staff and students can access all K-12 ELA and K-8 online curricular resources including *Into Reading K-5*, *Arriba La Lectura K-5, Into Literature 6-12, HMH Leveled Readers 2020*, *HMH Spanish Leveled Readers, Into Math K-6 English*, and *Into Math 6-8* through HMH's *"Ed: our Friend in Learning"* online portal by following the directions below. Like our other digital content such as Newsela, class rosters are automatically synced with PowerSchool course and section enrollment and updated on a nightly basis.
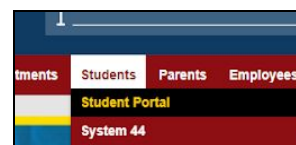
STAFF Single Sign-On (SSO) Instructions

1. Visit the NPS homepage at https://www.nps.k12.nj.us/ and click on *"HMH Ed"* under the *Academics* menu from the **red toolbar** (all the way to the right as identified in the image to the right).
2. Enter your NPS email and password to gain access to the platform. If you are unable to log-on through the link off our homepage, please first make sure you are able to successfully log into PowerSchool with your NPS username and password.
3. Staff can then select the corresponding *Into Reading*, *Into Literature*, *Arriba La Lectura,* or *Into Math* grade level in the top left hand corner, drop down box. Once you have selected the appropriate grade level and series, scroll down the webpage and choose the appropriate module, which will bring you to all the resources (ie. differentiation, assessments, myBook, etc.) that are needed for that unit.
4. By default, teachers and students see the entire set of programs. *Ed: Your Friend in Learning* allows teachers to select the programs that can be seen for each class so that you and your students see only those programs that are relevant to that class. Full directions for managing your individual class can be located at https://tinyurl.com/HMHgroups

STUDENTS Single Sign-On (SSO) Instructions

1. Visit the NPS homepage at https://www.nps.k12.nj.us/ and click on *"Student Portal"* under the *Students* menu from the **red toolbar** as identified in the image to the right (this will also be the first screen visible students when they log into a Chromebook).
2. Students should click the "Log-in with Google" link and enter their NPS username and password (this step may be skipped if the student logs in through a Chromebook as the log-in credentials are passed automatically.
3. Students should click the "*Ed: your friend in learning*" icon to access the online HMH curricular resources.

How to Translate HMH Curricular Resources into Any Language

1. To access HMH's online curricular resources in another language, students/staff can click the "Google Translate" button ( ) located in your Chrome browser, which should appear if you log into a Chromebook or into the Chrome browser on any PC/Mac using your NPS credentials (this works from home or school).
2. Click "Translate this Page" and select the corresponding language (note: the translation will only work on *text* in the browser and **not** images).
3. Select the destination language from the upside down pyramid (▼) to the right of "English" as shown in the image to the right.

Troubleshooting

● **Wrong NPS username or Password**: I receive the "Incorrect user ID or password. Type the correct user ID and password, and try again" message from the Newark Public Schools Single Sign-On (SSO) Portal
  ○ Your Newark network ID is wrong or your password is expired. Please contact ISD by dialing 973-733-8700 and confirm your ID request a password reset

● **Cannot access HMH Ed** *(NPS username & password are correct)*: I receive a message that states "Oops something went wrong!" after I log-in using my NPS username and password. The cause of this is most likely related to your log-on credentials in PowerSchool.
  ○ Please first confirm that you have PowerSchool access and are assigned to the correct classrooms.
  ○ Please verify that your Newark email address is the **same** as your PowerSchool username (this could be due to a name change, etc.). If it is not, please verify with your school PowerSchool clerk and request your PowerSchool username be updated accordingly. Note - the change will take effect in approximately 24 hours.
  ○ If the above two solutions do not solve the issue, please submit a ticket with HMH under "Username or Password Help" at http://hmhco.force.com/customercase/W2CMain.

● **Wrong and/or Missing Students**: Class rosters are synced with PowerSchools nightly. As such, any new students will appear in HMH: Ed the day after they are enrolled in your section
  ○ Please first verify the students are enrolled in your PowerSchool section, understanding the 24 hour delay.
 ○ If after 24 hours the students are wrong and/or missing, please submit a ticket with HMH under "Rostering and/or Purges" at http://hmhco.force.com/customercase/W2CMain.
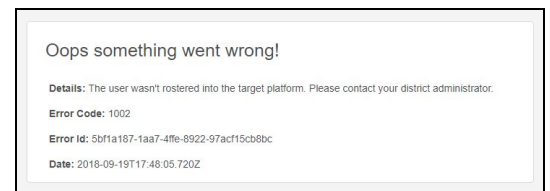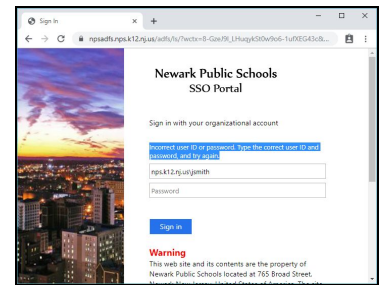
- **Unable to View HMH Content:** You can access your HMH K-12 ELA or K-8 Math curricular resources by navigating the left-hand drop down menu within HMH: Ed as identified in the image to the right
  - If you are unable to view HMH content for your grade and subject after you've logged in and navigated to your grade and subject, please submit a ticket with HMH under "Help Me Access Online Resources" at http://hmhco.force.com/customercase/W2CMain.
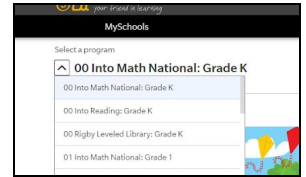
- **Pop-up Issues with Diagnostic Tests**: When my students log into a diagnostic test, a new screen opens but is blocked. How can I fix this?
  - Option 1: Allow pop-ups for the HMH web site
    - In the address bar, click Pop-up blocked ( )
    - Click the link for the pop-up you want to see.
    - To always see pop-ups for the site, select Always allow pop-ups and redirects from HMH.
  - Option 2: Update your Chromebook if your Chromebook is not on the most updated version
    - Click on your account photo in the bottom-right corner of the screen.
    - Click "Settings."
    - Click the menu icon in the upper-left corner and select "About Chrome OS."
    - Click "Check for Updates."
    - Click "Update" followed by "Restart to Update" to finish the process — located near your account photo.
  - If neither of these options work, please submit a help desk ticket with the Information Services Department (ISD) by emailing CSupport@NPS.K12.NJ.US and include your name, B number of the computer(s), room number, school, and phone number you can be reached at.

- **HMH Content does not Load on my SMART Interactive Display**:
  If your classroom has one of the newer SMART Interactive displays that looks like a large screen flat panel TV with touch enabled and the HMH content does not load and/or you receive a message that "downloads are blocked", please submit a ticket to ISD at CSupport@NPS.K12.NJ.US and include the following in your email. Please submit a ticket ONLY after you've verified you are able to access the content from a computer, chromebook, etc. and the issue is localized to the SMART Interactive Display.
  - "Educational content from https://www.hmhco.com/one/ not loading on SMART Interactive display." Please confirm you've verified that you are able to access the content from your PC/Chromebook and this issue is isolated to the SMART display. Please include your name, phone number, B number and/or serial number of the SMART display.