

Viewing and Retrieving User Names and Passwords from the mCLASS System

Based on the staff rosters transferred by the PMRN system, Wireless Generation automatically generates log-ins for those staff members. Please note that **only the System Level Users or Reading Coaches (Level 2 users)** at each school will be able to access this information. Please feel free to share these instructions with your reading coaches and to use this for future reference.

To view User Names and Passwords for Staff (Only SL2 users):

Log in to the mCLASS website (<https://www.mclasshome.com>) using your mCLASS user name and password. If you don't know your user name and password, please contact the Wireless Generation Customer Care Team at 1-800-823-1969 option #3 or your Account Manager, Connie Landinez at mlandinez@wgen.net or at 1-800-886-9126 ext. 2039.

Go to Administration Home by clicking on the Administration link of the mCLASS Home screen.

1. Locate the Administration area and click the Enter button.
2. On the Administration Home page, locate the Staff area and click Enter. The View Staff screen opens.
3. On the View Staff page, click the View Logins button on the toolbar directly below your district or school name.

To download a spreadsheet of STAFF User names and passwords

1. Log on to mCLASS Home. Locate the Administration area and click the Enter button.
2. On the Administration Home page, locate the Downloads & Submissions area and click Enter. The Downloads & Submissions screen opens.

Please Note: You may also access this screen from the View Logins screen by clicking the Downloads & Submissions link directly below the Enrolled Staff box.

3. Go to the Download Data box. Select Login/Password from the Staff Spreadsheets drop-down list and click the Download button to its immediate right.
4. Save the generated Staff Logins & Passwords spreadsheet to your desktop.

Please Note: school-level users will receive only the staff at their school that has been transferred by the PMRN system. If you don't see a specific staff member in the mCLASS system, please confirm that this user has been entered in the PMRN system.

User names and passwords are unique to each person in the system. They are required to enter the mCLASS system Web site.