

# ReadSpeaker TextAid Admin Portal Quick Start Guide

Getting Started Couldn't Be Easier!



# 1 Logging In

The first step in managing your campus Textaid licenses is to get the email from the ReadSpeaker support team. This email contains your login information.

- Your campus email address
- An assigned permanent password

It should look like this:

*Welcome to ReadSpeaker. Here is your login to the ReadSpeaker Web Application Service Platform (WASP). When logged in, you will find TextAid and general information about your ReadSpeaker account.*

*To visit ReadSpeaker WASP, go to:*

*<https://ws.readspeaker.com/a/wasp/login>*

*Your username (email address): `firstname.lastname@mycollege.edu`*

*Your password (assigned to you): `LaCHTtxtA57!`*

*With this account you have access to the following product(s):*

*TextAid*

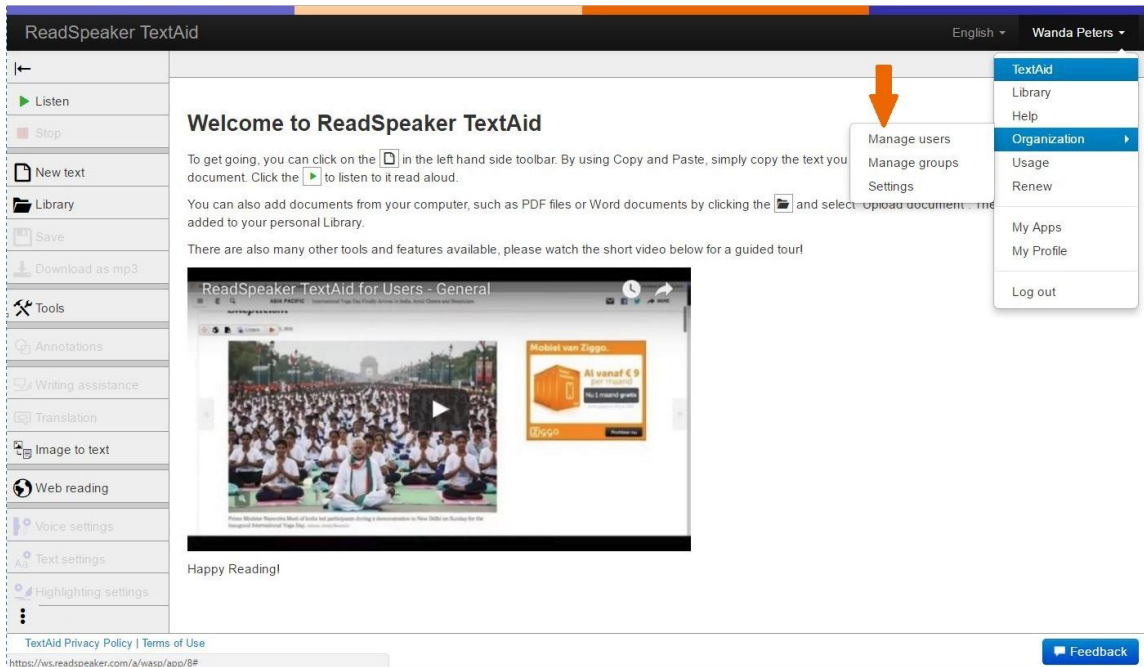
You may want to keep this information in a permanent location. Please consider sharing your TextAid admin account information with a backup admin person in your office in the event that you are away and someone needs to make changes, or add or delete a student's account.

Navigate to <https://ws.readspeaker.com/a/wasp/login> and log in with your campus email address and assigned password from the email.

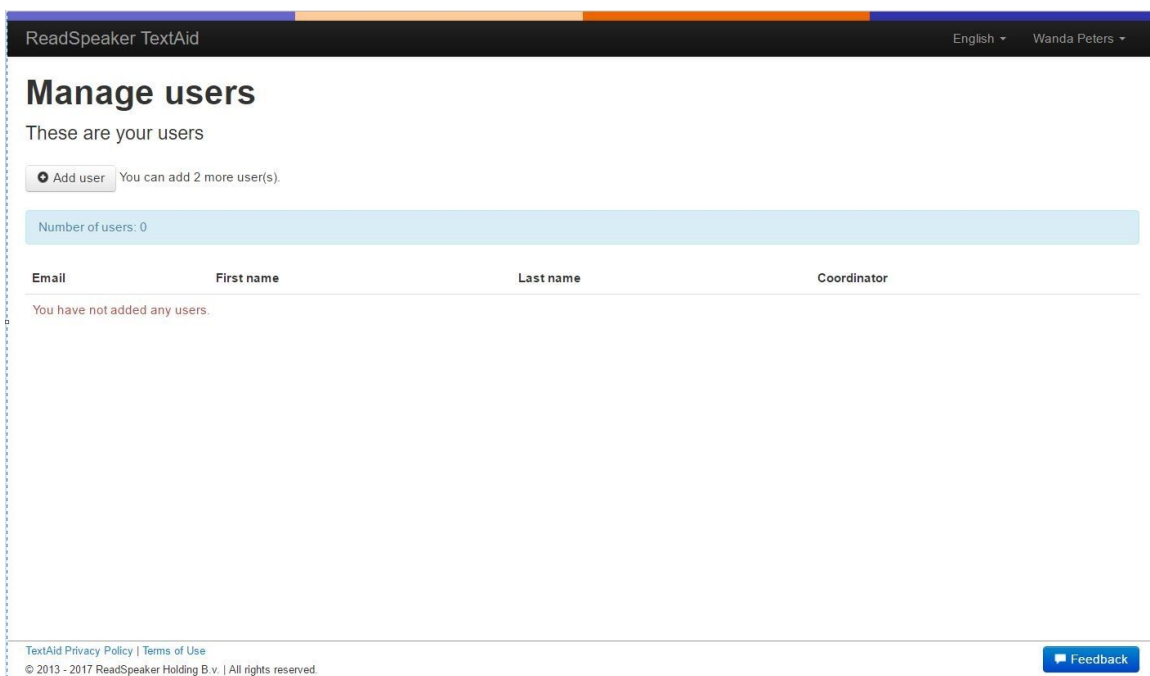
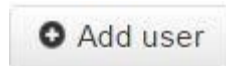
Please note the Textaid individual licenses admin account is separate from an Enterprise Highlighting or docReader ReadSpeaker account. Also, please note that this process is not applicable if you are accessing within a Learning Management System.

## 2 Adding Users

1. Once you are logged in, select the arrow next to your name.
2. Click organization. **Organization**
3. Click manage users. **Manage users**



4. Click add user.




5. Complete the information requested. Establish a password for the student, keeping in mind that it will be permanent.

ReadSpeaker TextAid English Wanda Peters

## Add user

← Back to user list

Enter user information



Email \*

First name \*

Last name \*

Language \*  
English

Country \*  
Please select country

Password \*

Repeat password \*

**Add user**

[TextAid Privacy Policy](#) | [Terms of Use](#)

<https://ws.readspeaker.com/2/wasp/app/8#> [Feedback](#)

6. Click add user.

**Add user**

ReadSpeaker then emails the student his/her account information a few minutes later.

7. Log out. For security, it's a good idea to log out of your account when you are done.

Here's a video resource that has more detailed options available in the Textaid Admin Portal: <https://youtu.be/z0BcK9oUjoM>.

To learn more, visit [readspeaker.com](https://www.readspeaker.com).

Watch our instructional videos at [textaid.readspeaker.com/help-center](https://textaid.readspeaker.com/help-center). Check out our features at [textaid.readspeaker.com/features](https://textaid.readspeaker.com/features).