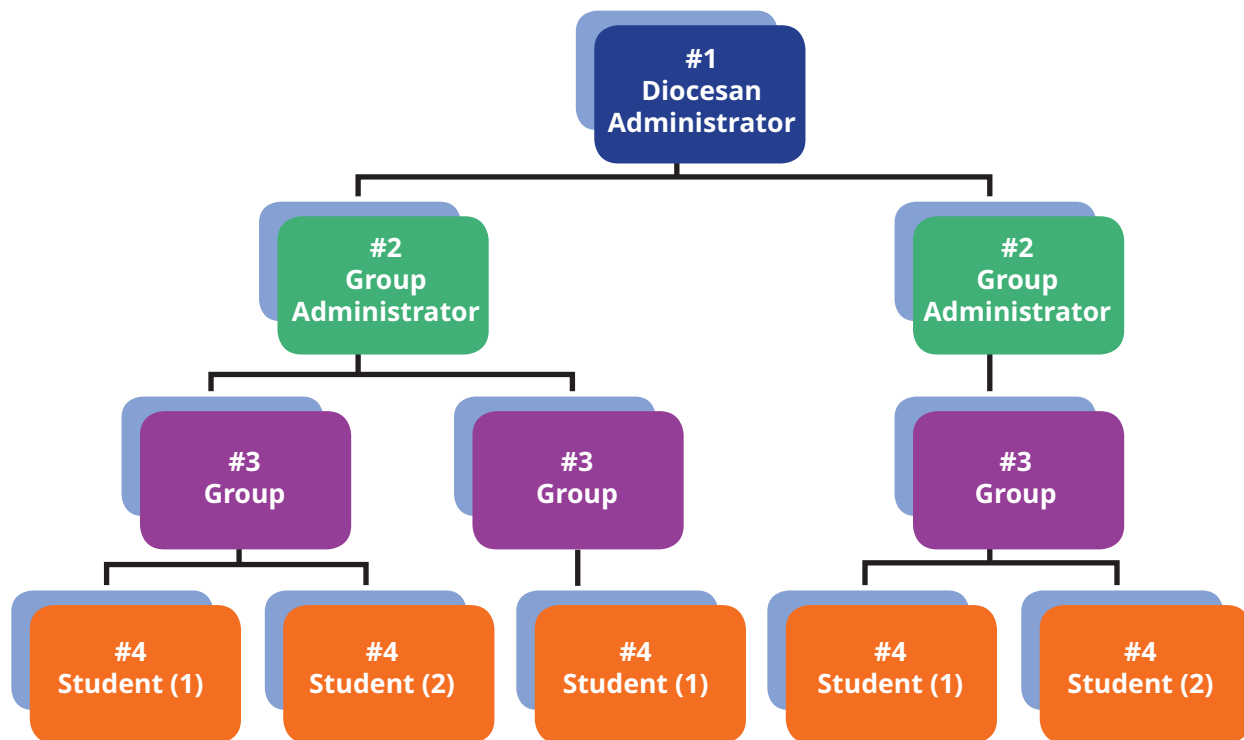# RCL Benziger®

A Project of the National Conference for Catechetical Leadership

Echoes of Faith® 3.0

CATECHIST FORMATION FOR THE DIGITAL AGE

Quick Start Guide Administrator

```
                        #1
                     Diocesan
                    Administrator
                   /            \
             #2                      #2
            Group                   Group
         Administrator          Administrator
          /        \                 |
      #3            #3              #3
     Group         Group           Group
     /   \           |            /     \
  #4      #4        #4         #4         #4
Student  Student  Student    Student    Student
  (1)      (2)      (1)        (1)        (2)
```

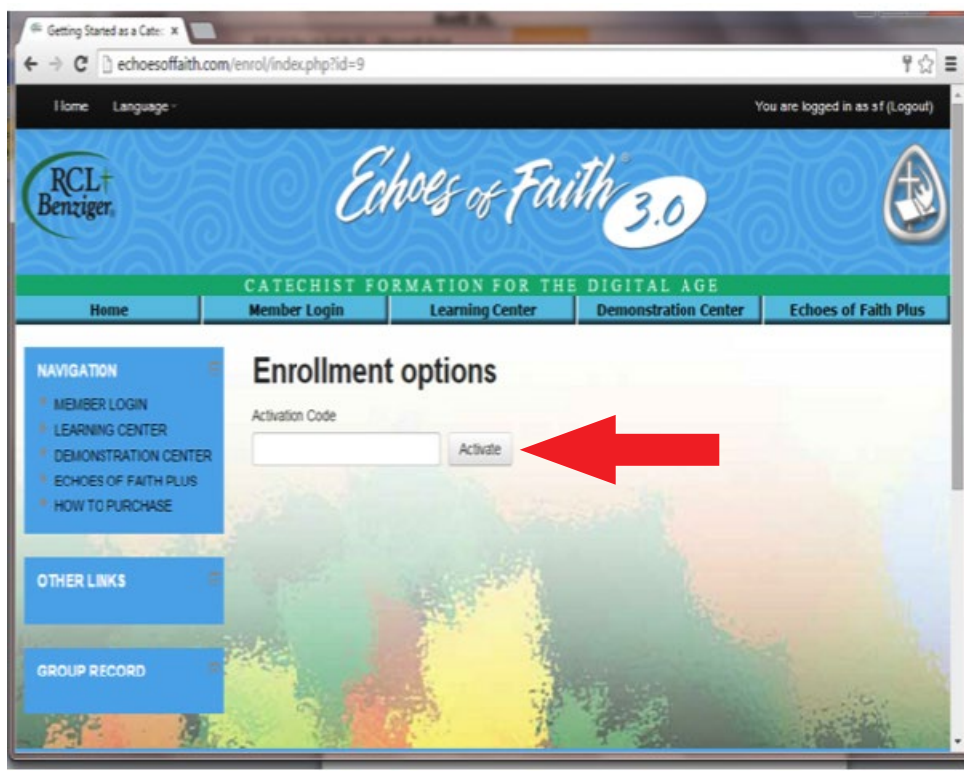| #1 Diocesan Administrator	Use the Diocesan Administrator code to create a new account with a unique email and user name.
#2 Group Administrator	Use the Group Administrator codes provided by the purchaser to create a unique group name. Forward the group name to student users. For Example: *group1.newyorkdiocese* **or** *group1.stmarysparish*. Group Administrators can establish multiple groups as shown above.
#3 Group	Student Groups are created as needed by the Group Administrator(s) to organize student users; no additional codes are required to form these student groups.
#4 Student User	To activate a student user account, each catechist must have the exact group name, a valid student code, a personal email, and a unique user name.

1

To get started, go to **www.echoesoffaith.com** and click on **Create Account.**
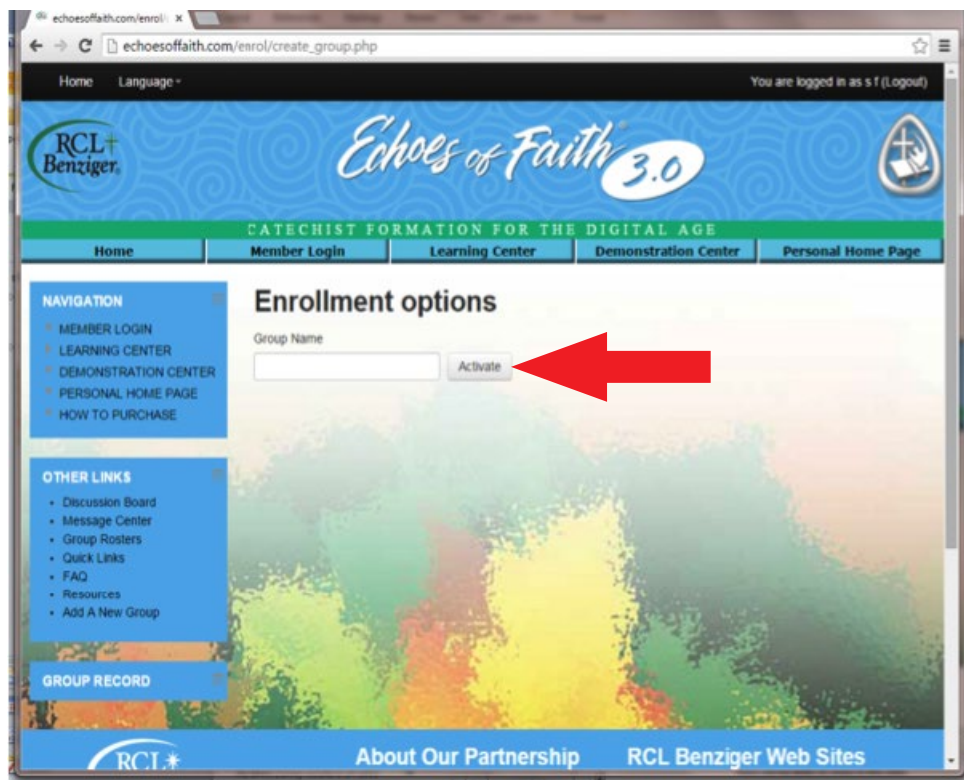

2

Complete the required fields and provide a unique user name and email address for future logins; click **Create my new account.**
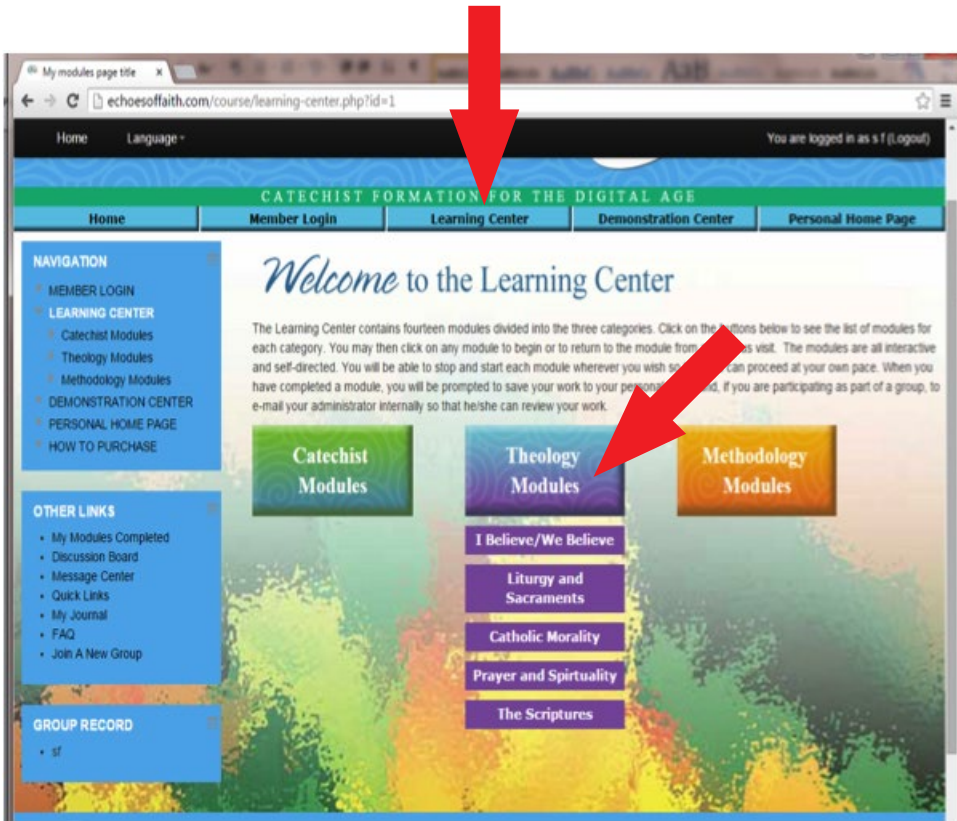
3

Insert the unique Group Administrator License code to set up your Group Administrator Account; select **Activate.**
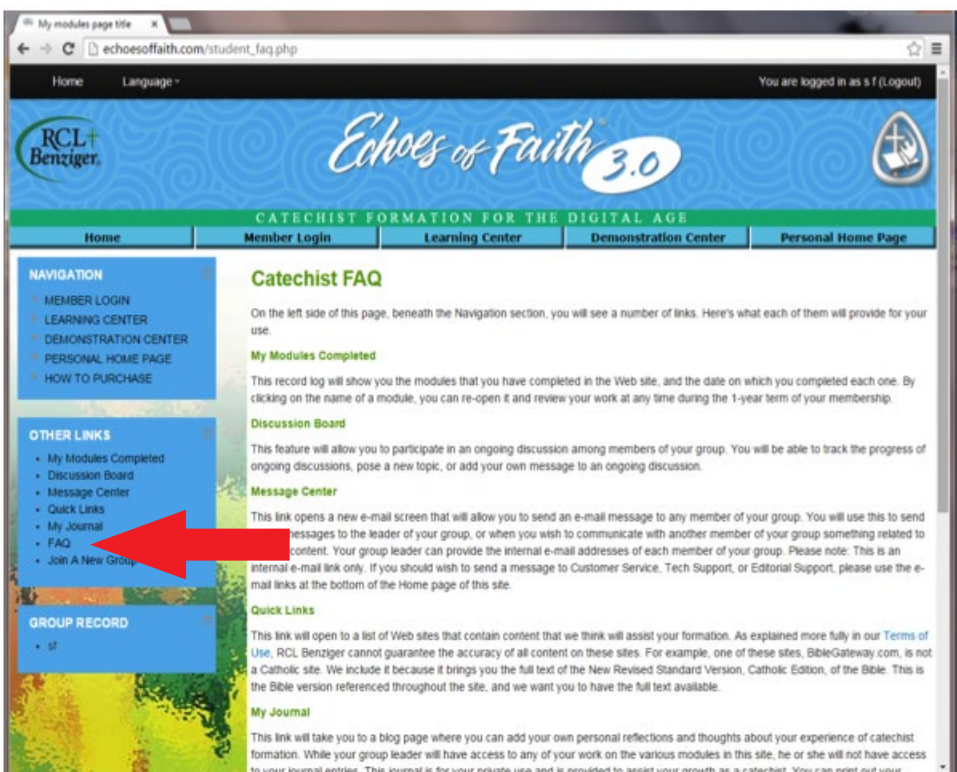

4

Insert a unique group name and select **Activate**.

Record the exact spelling and punctuation to share with student users.

5

From the **Learning Center** tab, explore three different modules; once selected a module's menu drops down featuring available classes. Click on the individual class name to begin a lesson.

6

Frequently Asked Questions **(FAQ)** is a helpful resource outlining options available under provided links.