Boost Your Learning Guide to Teachworks

Welcome to Teachworks. We hope this system makes managing your lessons at Boost Your Learning easy and effective.

Visit www.boostyourlearning.co.nz/login for easy access after confirming your account

Confirming Your Account

If your Education Provider has enabled a user account for you, you will receive an account confirmation email. The email will contain a link that you can click to confirm your account and set a password.

Each company has a unique login page and a link to the page is included in your email. If you plan to access the account often, you may want to bookmark it for easy access.

Not sure how to bookmark a page? Here's how: How to Bookmark a Website
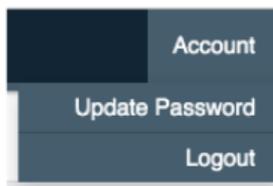
Resending Confirmation Email

If the link has expired, you can go to your Education Provider's login page and click the "Didn't receive confirmation instructions?" link to fire off a new confirmation email.

Resetting/Recovering Your Password

You can update your password from your Teachworks account by going to Account > Update Password (top right).

If you don't remember your password, you can go to your Education Provider's login page and click the "Forgot your password?" link. Clicking the link will prompt you to enter your email address, and if a matching account is found you will receive an email with further instructions.
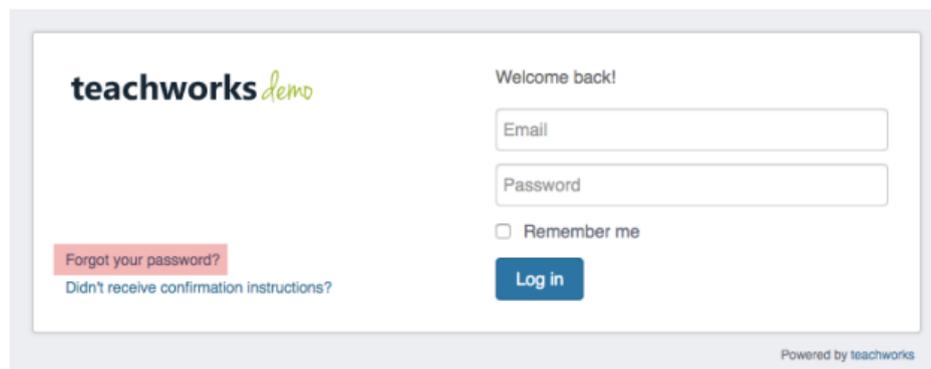
Updating Your Profile

Once you've logged into your account, you can go to the "Profile" tab and click the "Edit" link to update your details. If your Education Provider has granted you permission to update your details, you'll be able to update the following fields:

- First & Last Name
- Email Address
- Additional Email Address
- Contact Numbers
- Address
- Notification Preferences

To update your child's details, you can follow the steps below:

1. Go to "Profile"
2. Scroll to the "Students" section
3. Click on your child's name

4. Click the "Edit" link
5. Update the profile as needed
6. Submit the form to save your settings

Note: If you're not able to update your details, you will need to contact your education provider with the required changes.

Accessing Your Billing Details

Transactions

You can access your invoices, payments, credit notes, and refunds by going to Billing > Transactions.

For more detail, click the name of a record to see the full invoice, payment, credit note or refund.

Date	Record	Type
08/01/2019	INV-27918	Invoice
07/13/2019	INV-27896	Invoice

Paying Invoices Online

If your Education Provider uses our Stripe Integration for processing online payments, you'll be able to add credit card details to your profile to easily pay your invoices right from your Teachworks account.

Adding/Editing Credit Cards

1. Login to Teachworks
2. Go to Billing > Credit Cards
3. Click on "Add Card" or edit the card that's saved on your account

Paying Invoices

1. Go to Billing > Transactions
2. Click on the invoice you would like to pay by clicking the invoice number
3. Click the "Pay Online" button
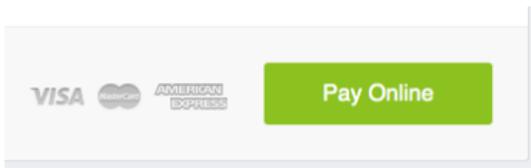
4. Submit your card details or select a saved card
5. Click the "Pay" button

Requesting Lessons

You can request lessons directly from the calendar by clicking on a time slot, or you can go to Calendar > Request Lesson.
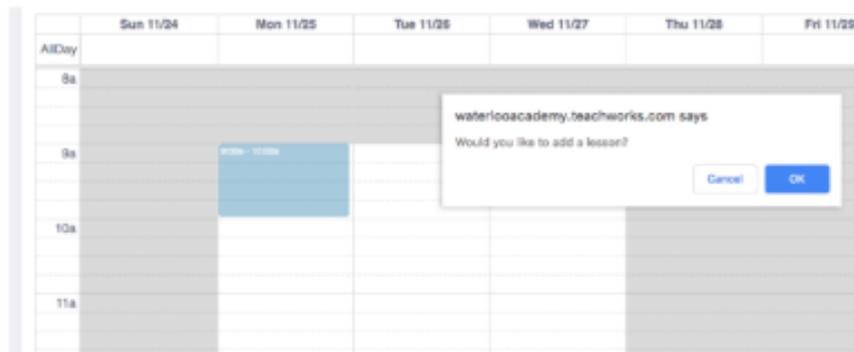
To avoid disappointment, you may want to check teacher availability before requesting a new lesson.

Checking Availability From the Calendar

- In the sidebar, choose the relevant teacher under "Teacher Availability"

- Toggle to the "Week" or "Day" view.
- Unavailability will be greyed out and you can click on any available time slot to request a lesson.
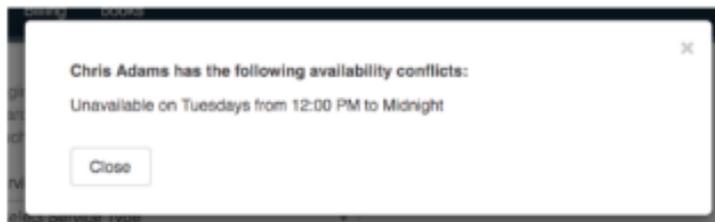

Checking Availability From the "Request Lesson" Form

- Select the relevant teacher in the "Teacher" field
- Select your desired time slot
- Click the green "Check Conflicts" button
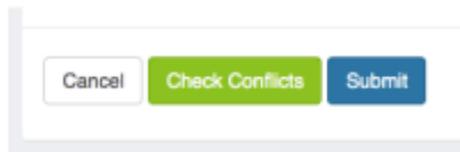
- Scheduling conflicts (if there are any) will pop-up on your screen.

After you've submitted your request, you will receive an email from your Education Provider that will indicate whether the request was approved, modified or declined.

Note: This is an optional add-on, so it may not be available in your account.