

Get started:

Letter Order offers sections designed for information management, to start using the application we will know: "create account", login, "upload documents", and "my profile".

- [Create account](#)
- [Log in](#)
- [Log out](#)
- [Password recovery](#)



Create account



To start using Letter Order, you need to create an account, and to do so, you must first determine what type of user you will be. If you are in this section, it means that you are interested in creating an "interventionist" or "admin" account as mentioned on the main login page of the app.

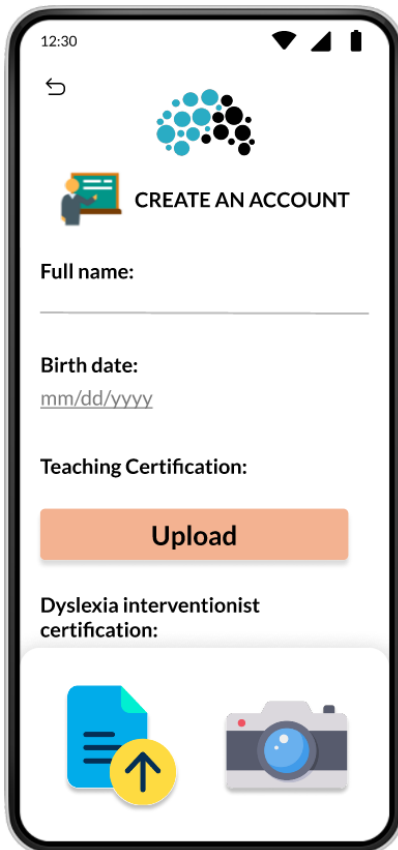
How to create an account

After downloading and installing the app. When you open the app, you will see the option

 **ADMIN** this will be your user type.

1. Choose the user "admin"
2. Tap 
3. You must fill your personal and teaching information.
 - Full name
 - Birth date
4. You will need to upload documents certifying that you are qualified to teach and to be a dyslexia interventionist. Tap  to load your documents.

You can select them from your files in your device's file manager , or take a picture of your documents .



5. Continue to fill out the information:

- Years of experience been interventionist
- Email
- Password
- Password confirmation

6. Accept the terms for the creation of your account

☐ I agree that my personal data will be used by the application for my practices, and will be shown to parents and students

7. Tap the button




→ CREATE IT

, if all the data are correct your account creation as an interventionist will be accepted. The legend *"Your account has been created"* confirms that your account has been created, tap **OK** and you will now be able to login.

Log in

Once you have created your account as an interventionist, we will log in with the email and password that we previously added when we created our account. If you do not have an account yet, [create it](#).

Login

1. Tap interventionist user 
2. Enter your previously registered email  Email [name-example@example.com](#)
3. Enter the password you have created  Password (write it down somewhere or save it in a password manager for your convenience).
4. Tap ☒ Remember me if you want your account to be remembered when you log into the application and be easily accessible.

 LOGIN

5. Tap on .

Now you can start using your account.

12:30



WELCOME
INTERVENTIONIST



Email



Password

[forgot password?](#)






Remember me

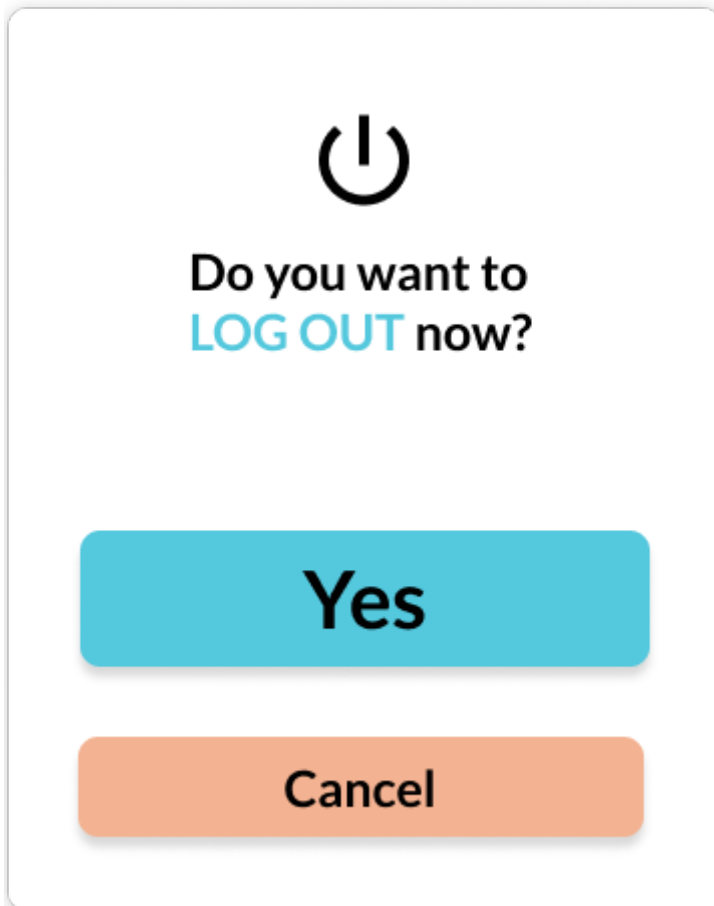


LOGIN

CREATE ACCOUNT



Log out

1. Tap on the top right icon with three vertical dots  which is next to the notifications icon .
2. A menu will be displayed, in which you must tap .
3. In the pop up you have to tap "Yes" if you want to continue or "Cancel" if don't.



Password recovery

If you have forgotten your password...

1. Go to your login
2. Tap [forgot password?](#)
3. On the screen that appears, enter your email address  **Email** again.
4. Tap 
5. A link to securely reset your password will be sent to your registered email address.
6. Once your password has been reset, you will be able to [login](#) to your interventionist account.