



ACCESSING THE WRIIT LIBRARY

A faculty or staff member must be registered as an ERB Contact to access the WRIIT Library. A school's primary ERB Contact, Test Coordinators, or Purchasing Coordinators may register new ERB Contacts using the member area of the ERB website.

STEP 1. Login to the ERB member area at www.erblearn.org by clicking on the "Member School Login" button at the top of the screen.

STEP 2. Once logged in, click on the "My Account" button at the top of the screen.

STEP 3. Next, click on "Member Profile" in the left-hand navigation menu.

STEP 4. You will now see the "Contacts and Users" screen. Check the "All Contacts" section to see if the contact already exists. Contacts appear in alphabetical order by last name.

If the contact **already exists**...

STEP 5. Instruct the contact to visit <https://wriit.erblearn.org> and use his or her email address to log in. If the contact cannot remember his or her password, he or she can use the "Request New Password" link to receive an email to reset it.

The New Password email may take a few minutes to arrive. Instruct the contact to check spam or junk folders if it is not received.

If the contact **does not exist**...

STEP 5. Click the "New Contact" button at the top of the screen.

STEP 6. Complete the required fields in the pop-up that appears. If the contact only requires access to the WRIIT Library, **do not select a role**. If the contact requires access to the WRIIT Library as well as other test portals, select the role(s) associated with the desired test(s).

Refer to your test's User's Manual for further information about test roles. User's Manuals can be downloaded from the Help and Resources section of a test's portal.

STEP 7. Click "Submit" to save your selections. The new contact will receive a welcome email from ERB with instructions for logging in to the ERB member area, the WRIIT Library, and any test portals to which you have granted access.

This email may take a few minutes to arrive. Instruct the contact to check spam or junk folders if the welcome email is not received.