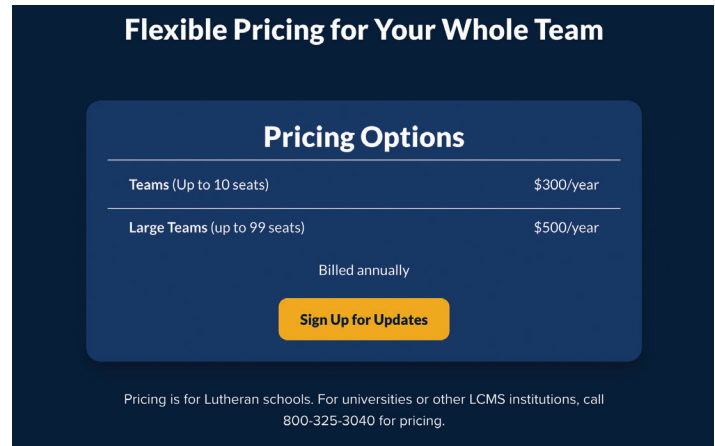


## Step 1: Choose the Right Subscription Package

As the administrator, your first decision is selecting a package that fits the size of your staff. One subscription covers your entire team.

- **Up to 10 Seats**—Ideal for smaller schools or teams
- **Up to 99 Seats**—Designed to support larger faculties

Choose the option that best matches your faculty size. You can then enroll individual teachers under the plan you choose.



**Flexible Pricing for Your Whole Team**

**Pricing Options**

Teams (Up to 10 seats)	\$300/year
Large Teams (up to 99 seats)	\$500/year

Billed annually

[Sign Up for Updates](#)

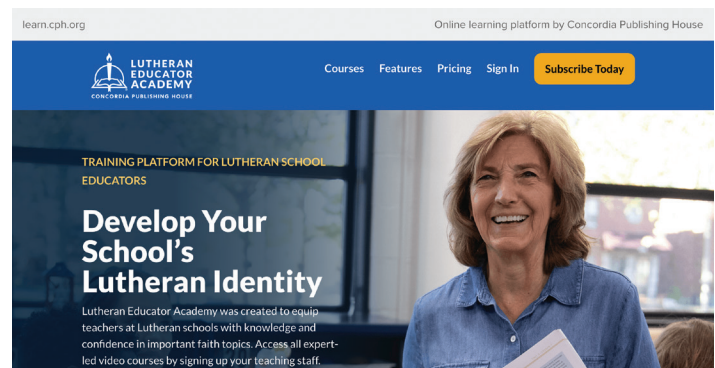
Pricing is for Lutheran schools. For universities or other LCMS institutions, call 800-325-3040 for pricing.

## Step 2: Subscribe and Get Started

Start your subscription by doing the following:

1. Visit [learn.cph.org/lutheran-educator-academy](https://learn.cph.org/lutheran-educator-academy).
2. Select **Subscribe Today**.
3. Use the form to select your annual plan and enter your contact and billing information.
4. On the next screen, sign in with your cph.org account. You will use this account to access the training platform.
5. If you don't have a cph.org account, you'll be provided with a link to create one.
6. Review and confirm your subscription details.

Once the form is submitted, you will receive immediate access to the platform as an administrator.



learn.cph.org Online learning platform by Concordia Publishing House

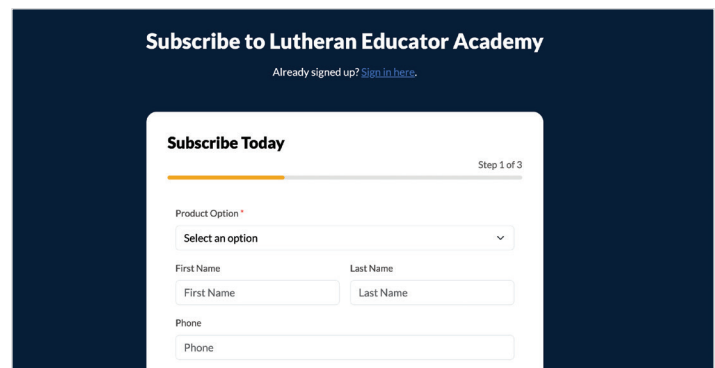
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**Subscribe Today** Step 1 of 3

Product Option\*  
Select an option

First Name Last Name  
First Name Last Name

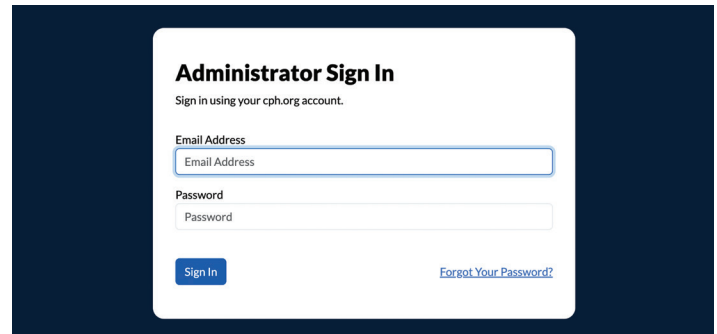
Phone  
Phone

## Step 3: Sign In to Your Administrator Account

There are two ways to sign in:

- Use the link provided in your confirmation email.  
OR
- Go directly to **Sign In** at [learn.cph.org/lutheran-educator-academy-sign-in](https://learn.cph.org/lutheran-educator-academy-sign-in).

Enter your existing CPH account credentials to access your administrative dashboard.



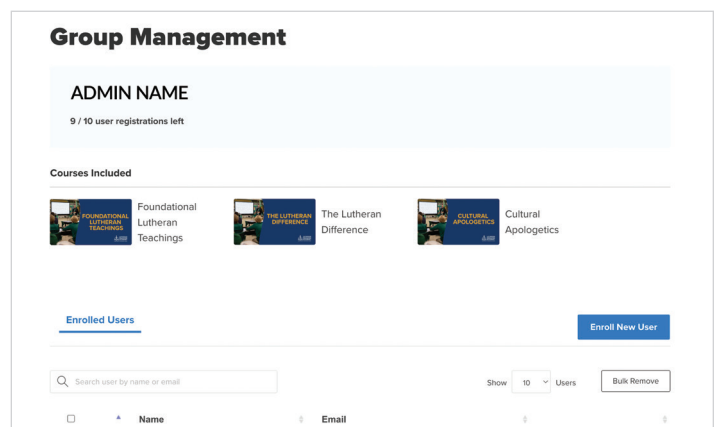
The image shows a sign-in form titled "Administrator Sign In" with the subtitle "Sign in using your cph.org account." It features two input fields: "Email Address" and "Password". Below the fields are a blue "Sign In" button and a blue link for "Forgot Your Password?".

## Step 4: Enroll Your Educators

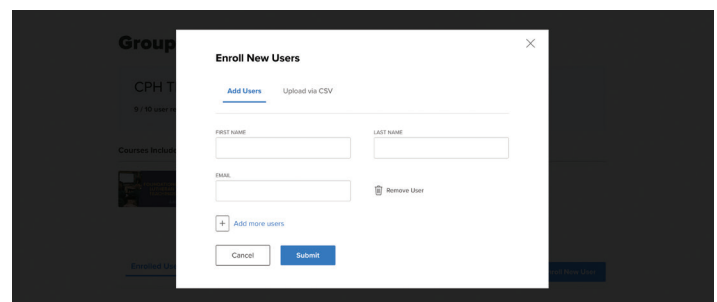
Adding users is simple and flexible, making onboarding easy for schools of any size.

- Add users individually or one at a time.
- Or upload a CSV file to enroll multiple educators at once.

Each enrolled teacher will receive individual access, allowing teachers to move through courses at their own pace while remaining connected to your school's account.



The image shows the "Group Management" dashboard. It displays "ADMIN NAME" and "9 / 10 user registrations left". Under "Courses Included", there are three course cards: "Foundational Lutheran Teachings", "The Lutheran Difference", and "Cultural Apologetics". Below this is an "Enrolled Users" section with a search bar, a "Show 10 Users" dropdown, and a "Bulk Remove" button. An "Enroll New User" button is also present.



The image shows the "Enroll New Users" modal. It has two tabs: "Add Users" (selected) and "Upload via CSV". The "Add Users" tab contains input fields for "FIRST NAME", "LAST NAME", and "EMAIL". There is a "Remove User" button and an "Add more users" button. At the bottom are "Cancel" and "Submit" buttons.

## Step 5: Monitor Progress and Engagement

From your **Administrator Dashboard**, you can do the following:

- View individual and group progress
- Track course completion
- Monitor engagement across your enrolled staff

This visibility helps you support professional development goals and maximize program engagement.

