

## Master Code Holder Process

A Master Code Holder (MCH) is the person who will manage and distribute Master Codes for your school. Master Codes are 16 character/digit codes linked to teacher and student subscriptions. These are used by teachers to register for programs and resources on the ConnectED platform.

Master Code Holders will receive an email from the MHE Subscription Management team with instructions to activate their content on ConnectED.

It is recommended that you and your teachers visit <http://help.k12.mhedu.com/connected/> for detailed instructions on accessing your McGraw-Hill online content and using ConnectED.

To view your Master Codes, please follow these steps:

1. Click on the following link or copy the URL into your browser:

<http://connected.mcgraw-hill.com>

2. Enter your Username (or email address) and temporary Password.

3. For security purposes, follow the on-screen instructions to establish a secure password and security question/answer for your personal account, agree to the user license agreement, and establish your zip code, school, and address if needed.

4. On the ConnectED My Home page, click on the Manage Master Codes link to view Master Codes for any McGraw-Hill online content your account has access to. This link can be found on the right hand side of your ConnectED My Home page. Click the orange Print button to print the list of your 16 character Master Codes, or write them down if you do not have access to a printer.

5. Distribute the appropriate Master Code(s) to the teachers who need access to McGraw-Hill online content. Master Codes are not to be distributed to students. (Note: Students gain access to McGraw-Hill online content using a Redemption Code generated by their Teacher)

Any questions or concerns regarding technical issues, please contact the McGraw-Hill Digital Technical Support at [1-800-437-3715](tel:1-800-437-3715) or at [epgtech@mheducation.com](mailto:epgtech@mheducation.com)

Any questions or concerns regarding your licenses, please contact the McGraw-Hill Subscription Management at [1-800-598-4077](tel:1-800-598-4077) or at [onlineimplementation@mheducation.com](mailto:onlineimplementation@mheducation.com)



