



## Independent Educational Consultants – Getting Started

As an Independent Educational Consultant with YouScience, you will receive access to your own administrative portal. Through this portal, you will be able to invite your clients, track their progress, view their results, and access our resource library.

**Use this guide to complete our self-paced training to getting started:**

1. Familiarize yourself with the YouScience program and IEC implementation process.
  - a. [CLICK HERE](#) to watch our training videos.
2. [Log in](#) to your [administrative portal](#) and create your first Group.
  - a. **Video:** [How to: Create a New Group in the Admin Portal](#)
3. Purchase Profiles

To purchase additional profiles, contact our Customer Support Team via [live chat](#), [email](#), or phone when you are ready to add Profiles to your account.

  - a. As an IEC you will receive bulk pricing, starting at \$15/Profile for 10-99 Profiles. For 100 or more, the cost is \$12.50/Profile. (Fewer than 10 profiles can be purchased for \$29 each).
  - b. We will add your new profiles to your account as soon as we process your request. Our accounting department will then email you an invoice to complete your Profiles purchase.
4. Allocate your purchased Profiles

Because many counselors prefer to organize their students into different groups, when new licenses are added to your account they are held in a pool of available profiles, waiting to be assigned to a specific group. So, before your profiles will show up as available for use, you will need to allocate them to your preferred group(s).

  - a. **Video:** [How to: Allocate Profiles to a Group](#)
  - b. To allocate Profiles to a Group, begin on your YouScience administrative portal.
    - i. Click on "**Manage Groups**"
    - ii. Select "**Group Settings**"
    - iii. Scroll down to "**Manage Profiles**"
    - iv. In the white box, enter the number of available profiles you would like to add to the group.
    - v. Press the green "**Add**" button on the right-hand side.
    - vi. At the bottom of the screen, select the green "**Save Updates**" button.
5. [Knowledge Base](#)

The library is full of presentations, documents, and more "How to" videos to help support your marketing and counseling efforts.

  - a. [Getting Your Client Started](#)
  - b. [Kick-Off Materials](#)
  - c. [Result Walk-through Materials](#)
  - d. [Additional Resources](#)
  - e. [Admin Portal Tutorials – "How To" Videos](#)
6. Follow us on Social Media. Join our Facebook group: [YouScience IEC's Discussion Board](#).

***For additional questions and assistance,  
please contact our Customer Support Team at [support@youscience.com](mailto:support@youscience.com) or use our [live chat](#) support.***