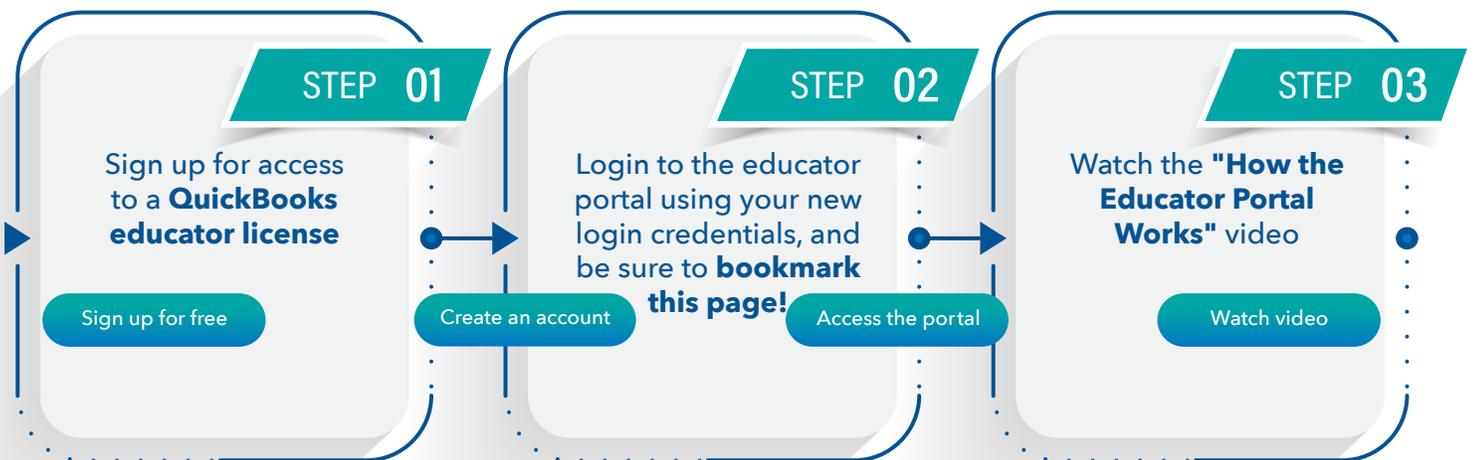


# QuickStart to Intuit QuickBooks Online

Welcome to the QuickStart Guide for Intuit QuickBooks Online! This step-by-step guide will walk you through the registration and setup process for your free Intuit QuickBooks Online account, how to set up your class and invite students to create their own QuickBooks Online account.

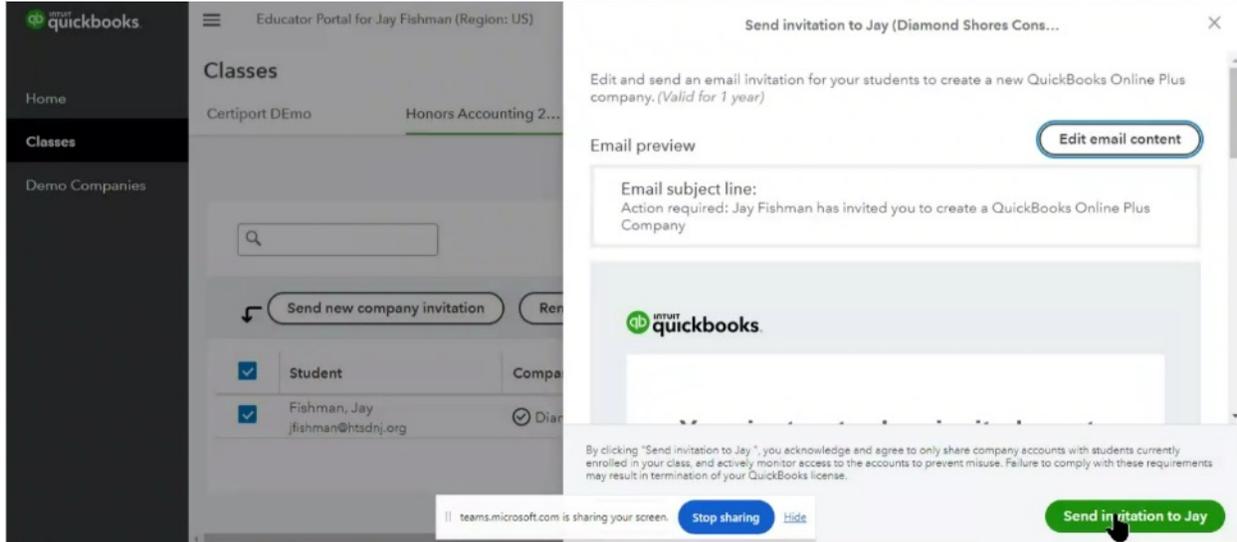
## How to sign-up for access to a free QuickBooks Educator License



*\*To be eligible for this offer, you must currently be employed as a teacher, faculty or staff at a K-12 school or university. Intuit Inc. uses SheerID, a trusted partner, to verify that you are a current teacher, faculty or staff member. SheerID only collects information that assists in verifying your eligibility. Additional information or documentation may be requested.*

# How to add a class within the QuickBooks Online Educator Portal

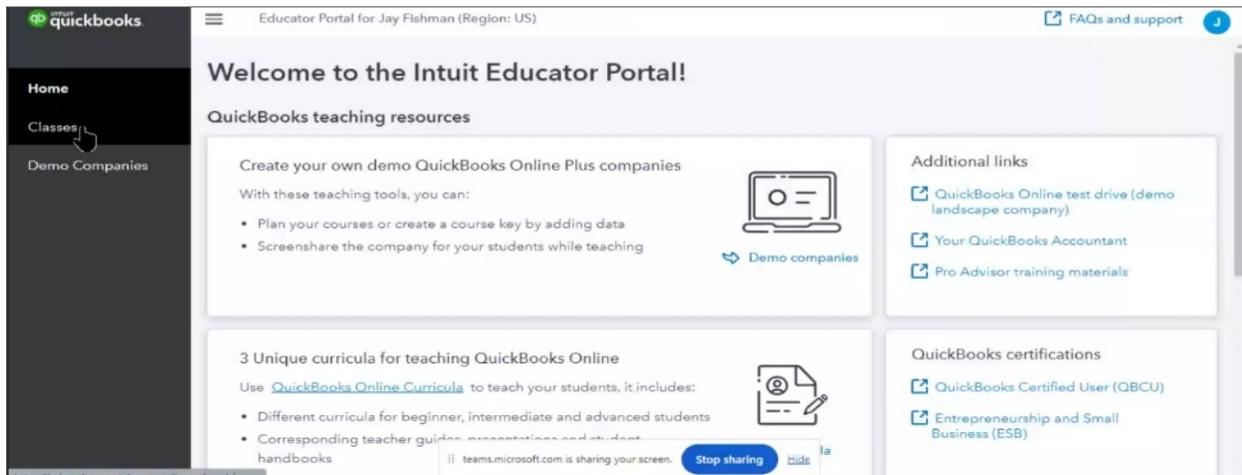
Step 1: Sign into the [QuickBooks Online Educator portal](#)



Step 2: Add class, **select "+Add Class" > name your class** (e.g. 2024 Honors Accounting).

Step 3: Add students, **select "+Add a Student"**.

(you will need their first name, last name, and email address)



Step 4: Click **"Send invitation to [student name]"**.

## How to create a QBO account: Learner's Guide

Step 1: Student receives email, [accepts invitation](#).

### Your instructor has invited you to create your own QuickBooks company

Dear Eric,

Your instructor has invited you to create a QuickBooks Online Plus company that you can use for the class for free. Click below to accept the invitation.

[Accept Invitation](#)

### A message from Jay Fishman

Follow these steps to create your new company:

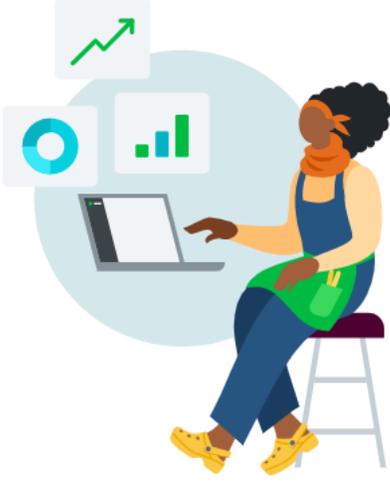
1. Accept the invitation by clicking on the button above.
2. On the Intuit account sign up screen enter your information and choose a password. Please write down the password in a safe place!
3. Enter company name using this format **[Your first name]'s Company**.
4. For company description, type in **Accounting**.
5. For **What would you like to do in QuickBooks?**, select all the options.
6. For **What's your role at the business?**, select **Accountant**.
7. For **How do you want to keep track income and expenses?**, select **Manually add transactions**.

Step 2: Student will set-up their account. Select "[Get started](#)".



## One place to run and grow your business

[Get started](#)



Step 3: Enter First name, select **"Next"**.

## For starters, what's your business called?

With this, we'll make sure your legal business name shows up in the right places.

Your legal business name OR your own name if you are joining QuickBooks for personal use

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Step 4: Select **"Nothing, I'm new to this"**. Select **"Next"**.

## What were you using before QuickBooks?

We'll bring over any data we can find to give you a head start.

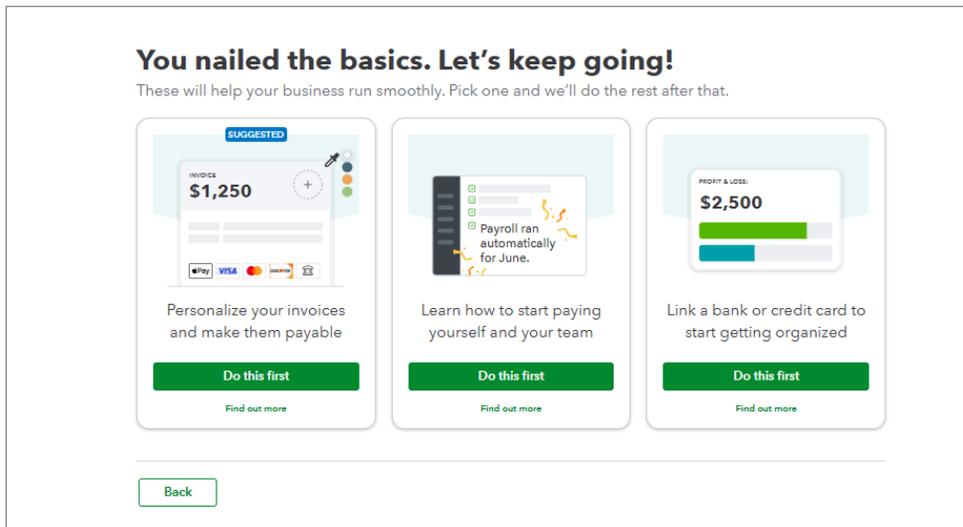
 Nothing, I'm new to this	 QuickBooks Desktop™
 Sage 50 or Peachtree	 Another bookkeeping software
 Spreadsheets	 Something else (like pen & paper)

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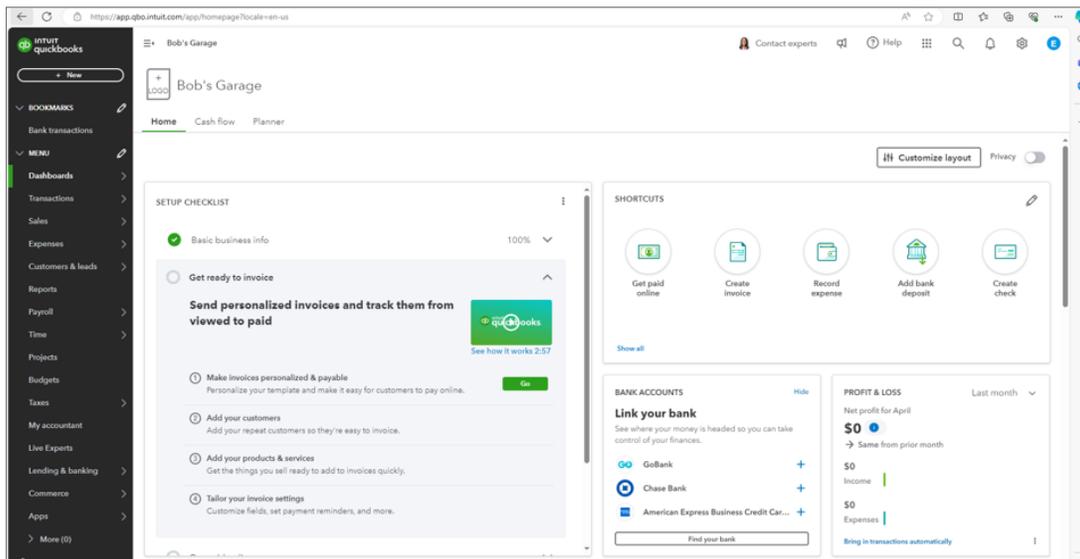
## Other questions and selections to finish setting up QuickBooks Online

1. Business Type? Select **"Sole proprietor"**.
2. What's your role? Select **"CEO or Owner"**.
3. How many employees? Select **"2-5"**.

Step 7: Select **“Do this first”** on any of the three icons. Then select **“Not right now”**.



Step 8: **Congratulations!** You are signed into QuickBooks Online.



## How to Log Back into Intuit QuickBooks Online

Go to [accounts.intuit.com](https://accounts.intuit.com)

### Resources:

[Frequently asked questions](#)

Intuit Education [live chat support](#)

Issues obtaining a trial license: <https://verify.sheerid.com/intuit-us-student/feedback.html?token=8ZPEfX>

Installation or registration issues: Contact [education@intuit.com](mailto:education@intuit.com)