



Administrators can view all products and licenses associated with their school account from the Products tab in the Admin dashboard.

### Step 1: Log In to Your Admin Account

- Log in to your account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the School Admin role.

### Step 2: Click the “Products” Tab

- From your Admin dashboard, click the “Products” tab to see a list of licensed products.

### Step 3: Browse or Search for Products

- You can scroll through the list or use the filter feature to search.
- To search for products using the filter feature:
  - Click the filter icon in the “Resource Name” column.
  - A dropdown will appear. Select “Contains”.
    - *Using “Contains” allows partial search matches and is the recommended method.*
  - Enter part of the product name (for example, Workbook 1B).
  - Click “Filter.”

### Step 4: View and Access Resources

- Click the resource name to see the full title (if shortened).
- Click the “View” button to open and access the resource.

### If You Manage Multiple Schools

- Select the appropriate school, then click the “Products” tab to view licenses associated with that specific school.
- The Products tab allows admins to quickly access all licensed materials.

### Important Reminders

- Digital subscriptions are licensed on a *one-user-per-resource* basis. Each teacher or student who needs access to a specific eBook or video must have their own individual subscription to that resource, and subscriptions may not be shared.
- To help ensure smooth access for your users, please ensure a subscription has been purchased on behalf of each applicable user. If you need additional subscriptions, our team is happy to provide a quote upon request at [school@singaporemath.com](mailto:school@singaporemath.com).
- Digital subscriptions are valid for one year from the date of purchase.