



Getting Started: Provider Checklist

Welcome to Brolly! This checklist will walk you through each step of setting up your Brolly account and getting ready to log. Each item is hyperlinked and will take you directly to our Help Center video for that step to guide you through the process.

Setting Up Your Account

You will receive an email that will prompt you to create a password and activate your Brolly account. (Don't see an email? Ask your administrator to resend the email via the admin dashboard.)

Log into Brolly at app.brollyed.com

Once you have created a password, you will now be able to log into Brolly!

Create Caseload

Students on your caseload are the students you will be able to create logs for. Students can be on multiple providers' caseload so do not worry if you share a student with another provider.

Create Log Templates

Templates are a great way to set up your service schedule, group students together, and save time on data entry.

Create a Service Tracking Log

Once you have a caseload, you can now create service tracking logs by clicking "Create new service tracking log" on your homepage.

Create a Progress Monitoring Log

Create a progress monitoring log by going to the Progress Monitoring tab and click "Create new progress monitoring log."

Need extra support? Visit our [Help Center](#) for additional informational videos.