

quick guide → Logging in to the Edusoft Web site

Logging in to Edusoft

You can log in to the Edusoft Web site from any computer that has Internet access and an Internet browser, such as Internet Explorer or Safari. You use the user name and temporary password you've been assigned. As soon as you log in for the first time, Edusoft requires you to select a permanent password. At the same time, Edusoft asks you to select a question to be used to verify your identity if you call the Edusoft Help Desk.

To log in to Edusoft:

- 1 In your browser's address bar, type this URL: <http://www.edusoft.com>

This is where you log in to the Edusoft Web site.

Type your user name here.

Type your password here.

Edusoft and Riverside Publishing have merged to bring you the Edusoft Assessment Management System, the most comprehensive assessment solution available today. [More info](#)

Edusoft users, you can log in as usual by entering your user name and password.

Trouble Logging In?
If you are unable to log in, try the following:

- Check your spelling and Caps Lock key. To Edusoft, "JaneSmith" and "janesmith" are not the same.
- [Reset your password](#). Edusoft will assign you a new temporary password and e-mail it to you.
- Contact your district's Edusoft Administrator.
- Contact Edusoft [Customer Support](#). ——— Click to contact the Edusoft Help Desk.

- 2 Type your user name and your password in the Log In area. Click **Log In**.

Edusoft requires you to change your temporary password as soon as you log in for the first time. The Change Password page appears.

You have logged in using a temporary password. You must change your password before you can continue using Edusoft. If you enter your e-mail address, you will be able to reset your password if you forget it. You must also select an identifying question and enter the answer. The question helps Customer Service identify you if you call us.

Use this page to change your password.

Fill in the following fields to change your password:

Old Password:

New Password: [Tell me more...](#) ——— Click this link to learn about about your district's password requirements.

Confirm New Password:

- 3 Click the **Tell me more** link to read about your district's password requirements.

- 4 Type your temporary password, type your new password, and then confirm your new password.

Type your temporary password.

Type your new password once in each box.

- 5 Enter your e-mail address, and then confirm your email address.

This allows Edusoft to reset your password immediately if you forget it.

Type you email address.

Confirm your email address.

- 6 Scroll down, select a question, and type an answer.

The Edusoft Help Desk uses this question to verify your identity if you call.

- 7 Click **Continue**.

Edusoft logs you in and displays your home page. The next time you log in, you must use your new password.

Contacting the Edusoft Help Desk

There may be times when the online Help and Library can't answer your question. If that's the case, you can contact your local Edusoft administrator or the Edusoft Help Desk. There are two ways to contact the Edusoft Help Desk: by e-mail or by phone.

To contact the Edusoft Help Desk:

- 1 From the Edusoft Log-in page, click the **Contact Support** link.
- 2 Fill out the Support form with your contact information and a description of your problem, and click **Submit**.

Tip: You can also call the Edusoft Help Desk at 1-800-323-9540, option 4.