

Changing your personal settings

For each user, Edusoft stores a user name and password, an e-mail address, and in some districts, a question that's used to identify you if you call Edusoft Customer Service. You can change your password, your e-mail address, and the identifying question from the Admin tab's Settings page.

To change your personal settings:

- 1 Click the **Admin** tab. Click the **Settings** link or icon.

To change your password, enter your old password, and then type your new password in each box.

Click this link to learn about about your district's password requirements.

- 2 To change your password, type your temporary password, type your new password, and then confirm your new password. Click **Continue**.

Tip: Click **Tell me more** to read about your district's password requirements.

- 3 To enter your e-mail address, type it and confirm the address by typing it again. Click **Continue**.

Your e-mail address appears here.

To enter or change your e-mail address, type your e-mail address in each box.

- 4 To enter an identification question, select a question and type an answer. Click **Continue**.

Select a question...

...and type the answer.

Tip: It's a good idea to enter your e-mail address. This allows you to reset your password immediately if you forget it.

Setting underperforming thresholds

In many reports and other tools, Edusoft highlights scores that fall below a certain percent. You can set this percentage—the underperforming threshold—to different amounts for different types of data.



There are links on other Edusoft pages that bring you to the Setting page so that you can change your underperforming threshold. If you have followed one of those links, be sure to use the Edusoft tabs and task icons to return to your starting point, and not the browser's back button.

To set underperforming thresholds:

- 1 Click the **Admin** tab. Click the **Settings** link or icon. Scroll down to the Underperforming Thresholds Settings section.

Type one or more new percentages and click **Continue**.

- 2 Type new threshold percentages for each type of data and click **Continue**. You can change the percentage for any combination of thresholds—state, benchmark, or teacher tools. The next time you create a report or other tool, you can expect to see scores that fall at or below your new underperforming thresholds highlighted.

Resetting your password

If you forget your password, you can have Edusoft assign you a new four-digit temporary password. You must have an e-mail address listed in the Edusoft system to reset your password yourself. Otherwise, you can call your local Edusoft administrator or the Edusoft Help Desk.

To reset your password:

- 1 From the Edusoft Log-in page, click the **Reset your password** link.
- 2 In the Password Reset page, type your user name and e-mail address.
If the e-mail address you type matches the one listed in the Edusoft system, Edusoft e-mails you temporary four-digit password.
- 3 Log in to Edusoft using the temporary four-digit password, and then follow the instructions on your screen to choose a new permanent password.

Changing your user name

Your user name identifies you in the Edusoft system. You can change your user name if you wish, and Edusoft will make sure that you still have access to the same schools, students, and data that you had previously.



Your new user name must be unique in the Edusoft system. No other user can have exactly the same user name.

To change your user name:

- 1 Click the **Admin** tab. Click the **Settings** link or icon. Scroll down to the Change your username section and click the **Change your username** link.
- 2 In the Change Username window, type your new user name and click **Continue**.

Type a new user name and click **Continue**.

- If your user name is unique, Edusoft confirms that the name change.
- If the new user name is not unique (another user already has this user name), Edusoft asks you to try another name.

Creating a new Admin user account (Administrators only)

As an administrator, you can create new administrative users who have the same level or a lower level of access than yours. For example, if you are school administrator, you can create other school administrator accounts. If you are a district administrator, you can create both school and district administrator accounts.

Note: The only way to add teachers to Edusoft is through roster updates.

To create an administrator account:

- 1 Click the **Admin** tab. Click the **Settings** link or icon.
- 2 Scroll down to the Create Administrator User Accounts section and click the link for the account you want to create.

Click a link to create a new administrative user.

This link appears only if you are a district

- 3 If you have access to more than one school, click check boxes to select the schools to which the new user will have access.

Select one or more schools to which the new user will have access.

Enter the first name, last name, and a user name for the new user.

- 4 Type the new user's first name, last name, and user name. Click **Continue**.
The user name must be unique in the Edusoft system. Edusoft creates the new account and assigns the user a temporary password. New users must change their temporary passwords the first time they log on to the Edusoft Web site.