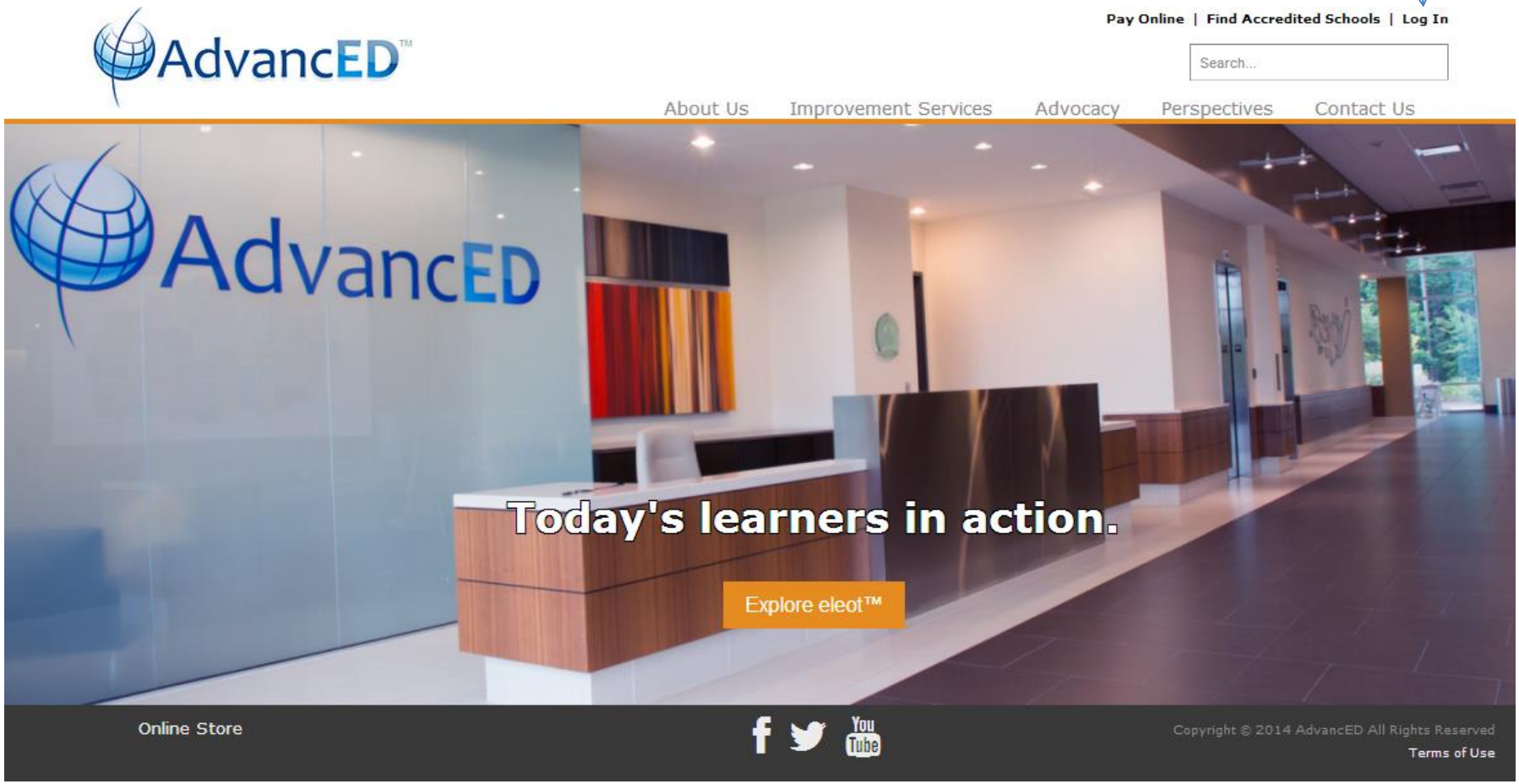
INSTRUCTIONS FOR NEW PRINCIPALS

HOW TO CREATE AN ACCOUNT AND UPDATE DEMOGRAPHICS CONTACT INFORMATION

Click the Log In link

New look to the AdvancED website



Vikki Reynolds - Outlook | AdvancED CAS | Login | AdvancED

www.advanc-ed.org/login

Bookmark Manager | Amazon.com – Online | Ebay | HP Games | Imported From IE | AE Report Manager | ADP | AdvancED CAS | Idaho Office

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AdvancED®

About Us Improvement Services

Please select a logo to log in.

e|Prove eleot

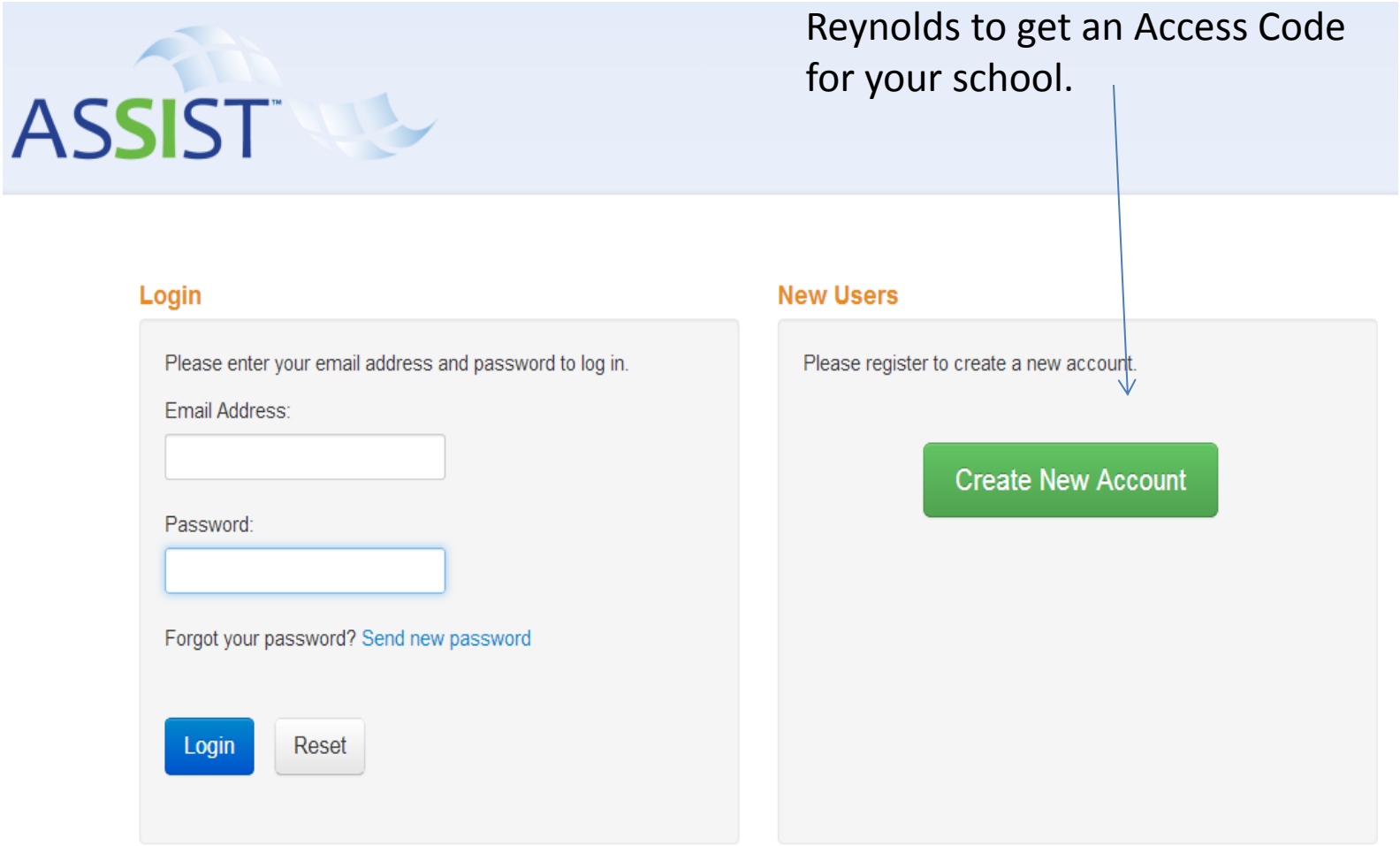
e|Prove surveys

CLICK HERE

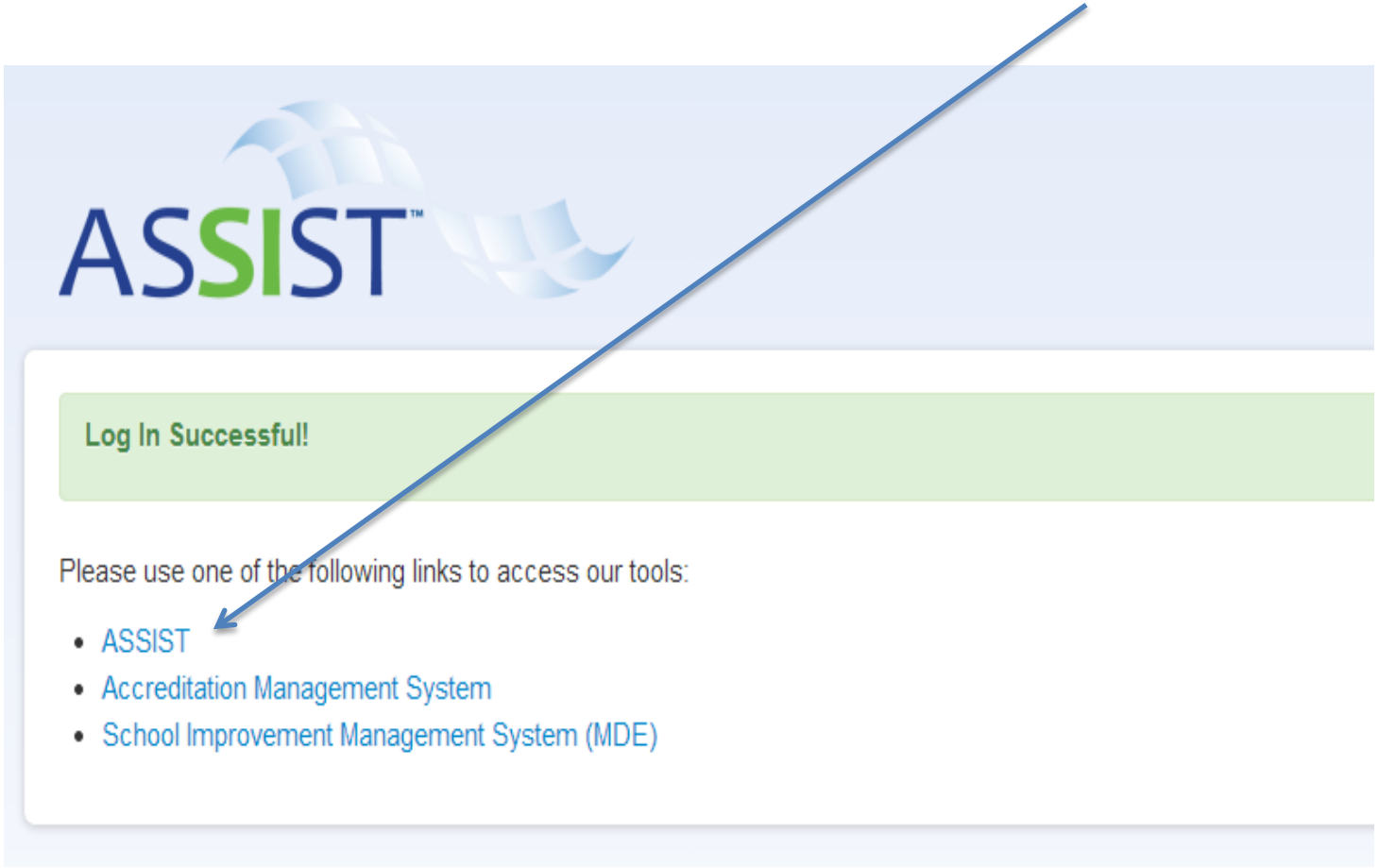
ASSIST™

If you already have an account, enter your school email address and your password.

If you are new to AdvancED and don't have an account, click Create New Account and follow the template. Contact Vikki Reynolds to get an Access Code for your school.

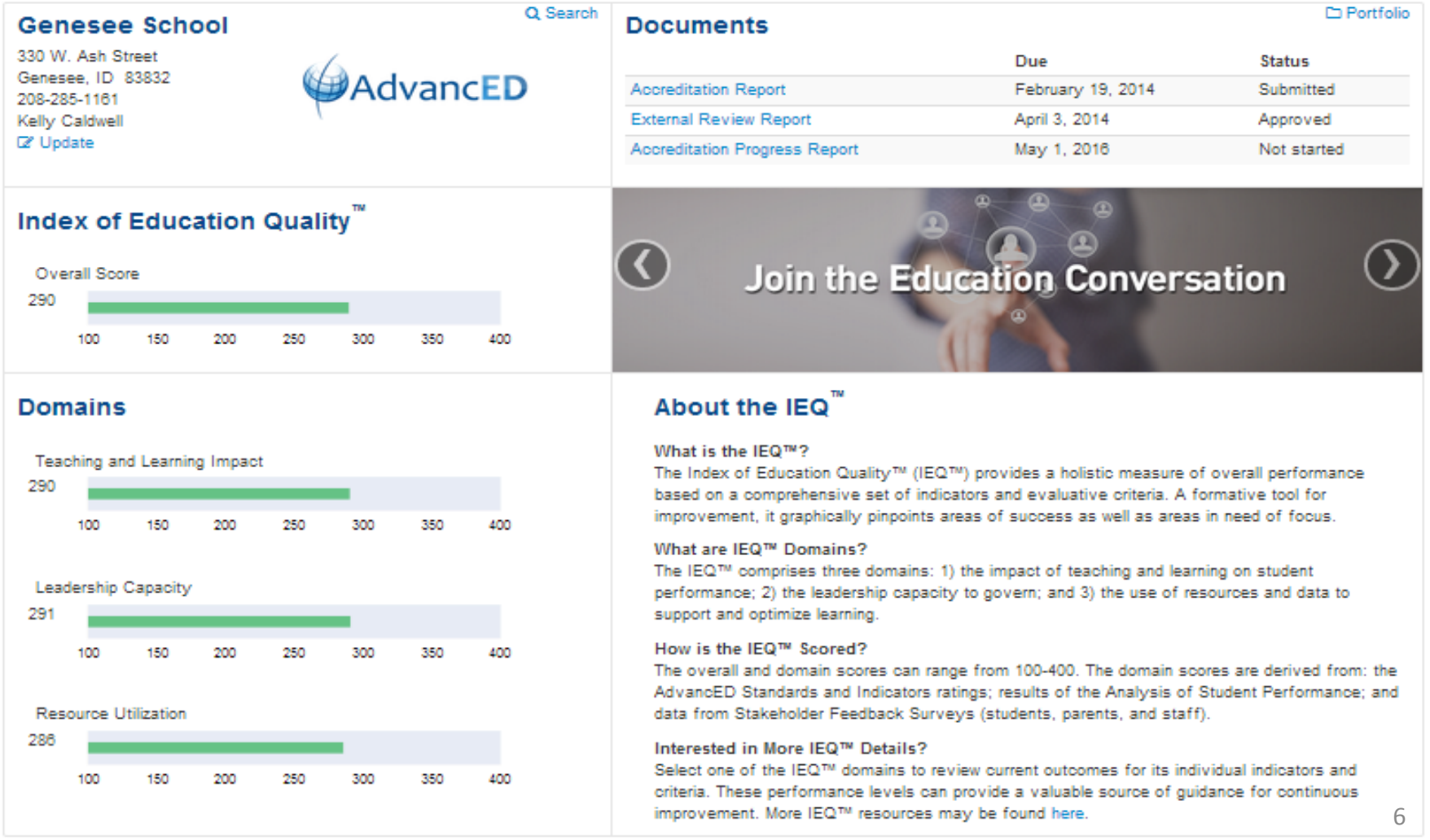


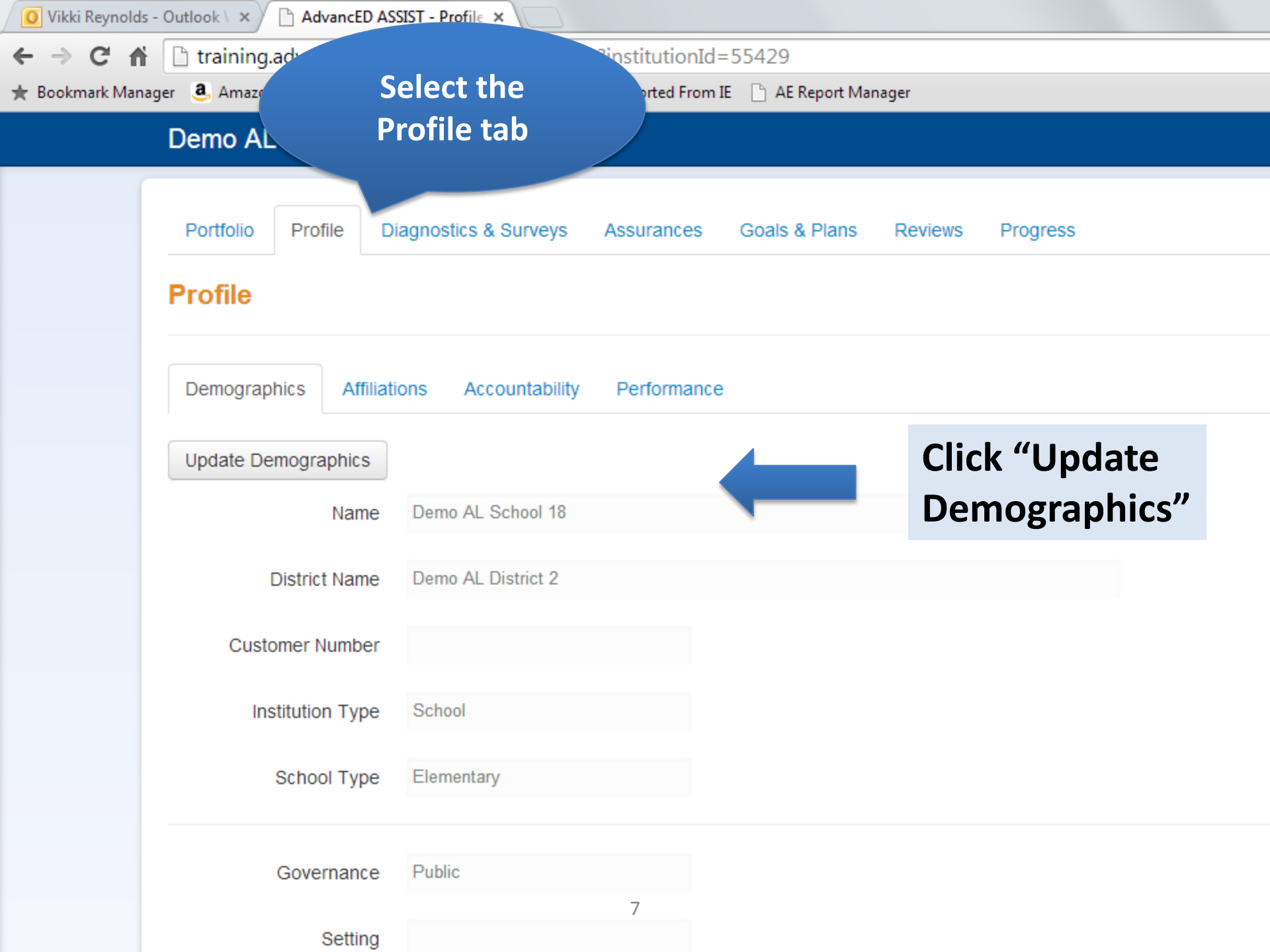
Choose ASSIST to access your school profile

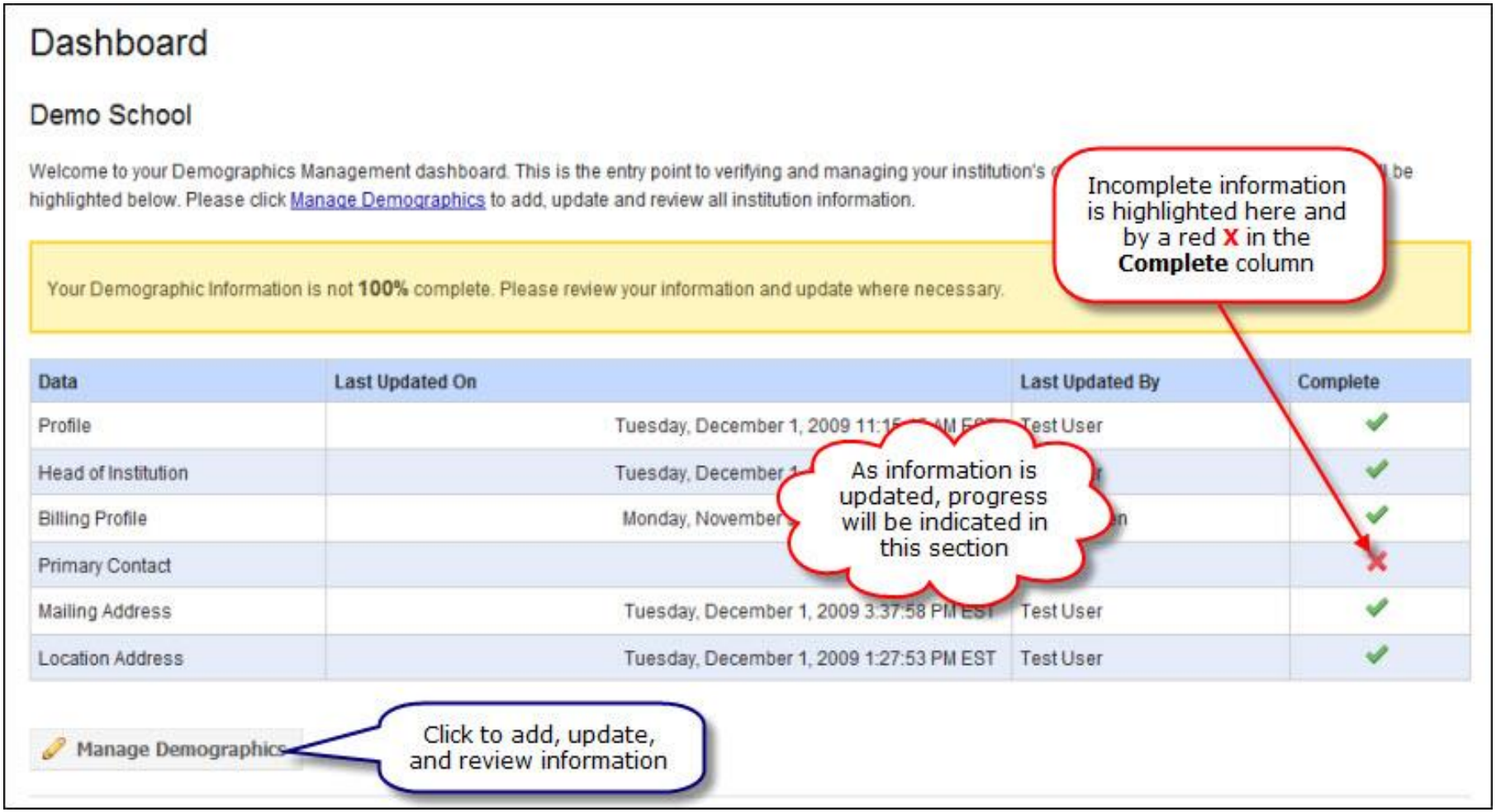


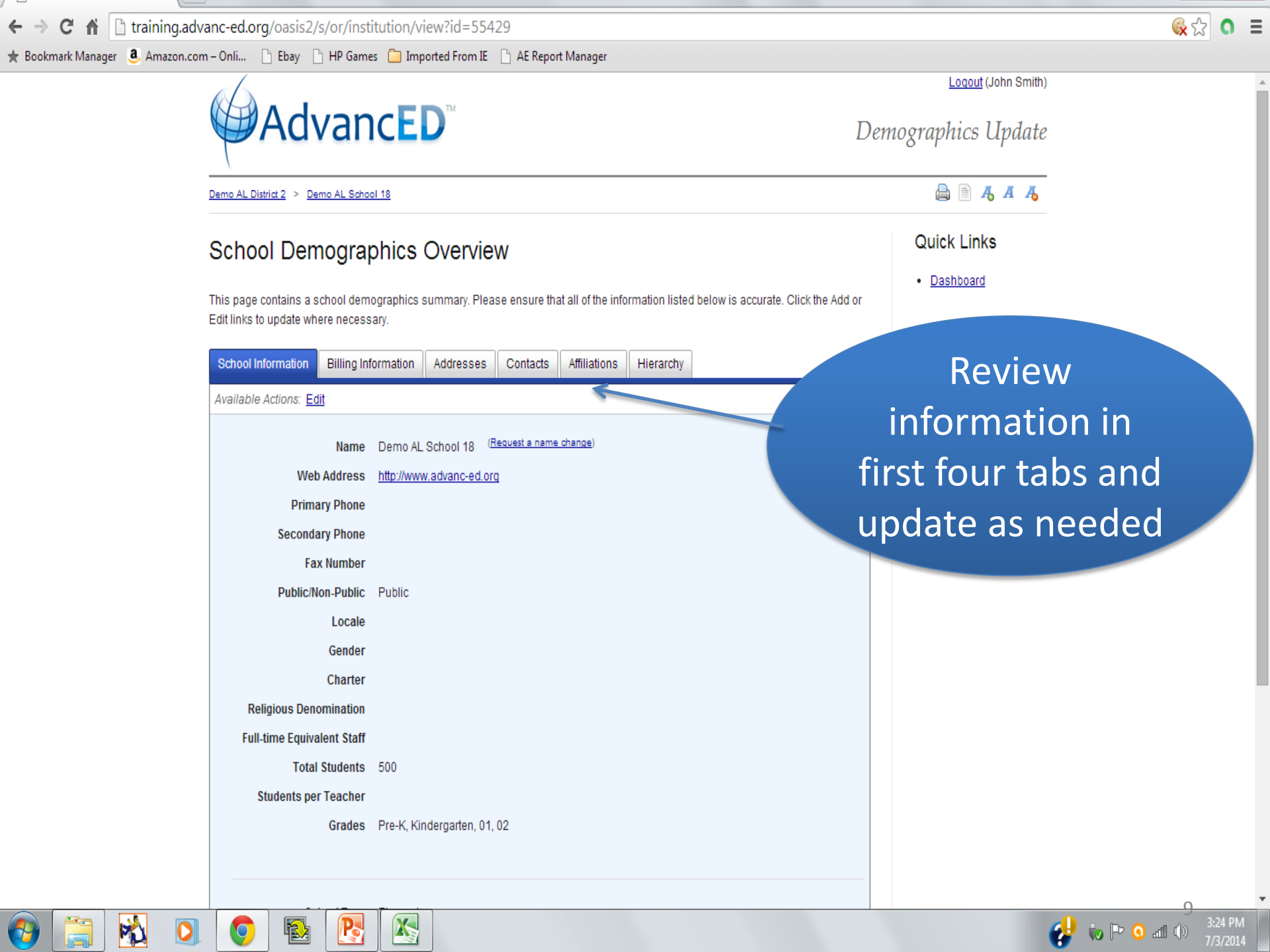
New look for the AdvancED website

Click the "Portfolio" button at far right – if you do not see this screen, proceed to next slide




Vikki Reynolds - Outlook
AdvancED ASSIST - Profile
institutionId=55429
Bookmark Manager
AE Report Manager
Demo AL
Select the Profile tab
Portfolio
Profile
Diagnostics & Surveys
Assurances
Goals & Plans
Reviews
Progress
Profile
Demographics
Affiliations
Accountability
Performance
Update Demographics
Name
Demo AL School 18
District Name
Demo AL District 2
Customer Number
Institution Type
School
School Type
Elementary
Governance
Public
Setting
Click “Update Demographics”


Dashboard
Demo School
Welcome to your Demographics Management dashboard. This is the entry point to verifying and managing your institution's
highlighted below. Please click Manage Demographics to add, update and review all institution information.
Your Demographic Information is not 100% complete. Please review your information and update where necessary.
Data
Last Updated On
Last Updated By
Complete
Profile
Test User
Head of Institution
Billing Profile
Primary Contact
Mailing Address
Tuesday, December 1, 2009 3:37:58 PM EST
Test User
Location Address
Tuesday, December 1, 2009 1:27:53 PM EST
Test User
Manage Demographics
Incomplete information is highlighted here and by a red X in the Complete column
As information is updated, progress will be indicated in this section
Click to add, update, and review information


training.advanc-ed.org/oasis2/s/or/institution/view?id=55429
Bookmark Manager
Amazon.com – Onli...
Ebay
HP Games
Imported From IE
AE Report Manager
Logout (John Smith)
AdvancED
Demographics Update
Demo AL District 2 > Demo AL School 18
School Demographics Overview
This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.
School Information
Billing Information
Addresses
Contacts
Affiliations
Hierarchy
Available Actions: Edit
Name Demo AL School 18 (Request a name change)
Web Address http://www.advanc-ed.org
Primary Phone
Secondary Phone
Fax Number
Public/Non-Public Public
Locale
Gender
Charter
Religious Denomination
Full-time Equivalent Staff
Total Students 500
Students per Teacher
Grades Pre-K, Kindergarten, 01, 02
Quick Links
Dashboard
Review information in first four tabs and update as needed
9
3:24 PM
7/3/2014

Logout (Mr. Dale Kleinert)

AdvancED™

Demographics Update

Search Institutions

Falcon Ridge Public Charter School (#229492)

School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

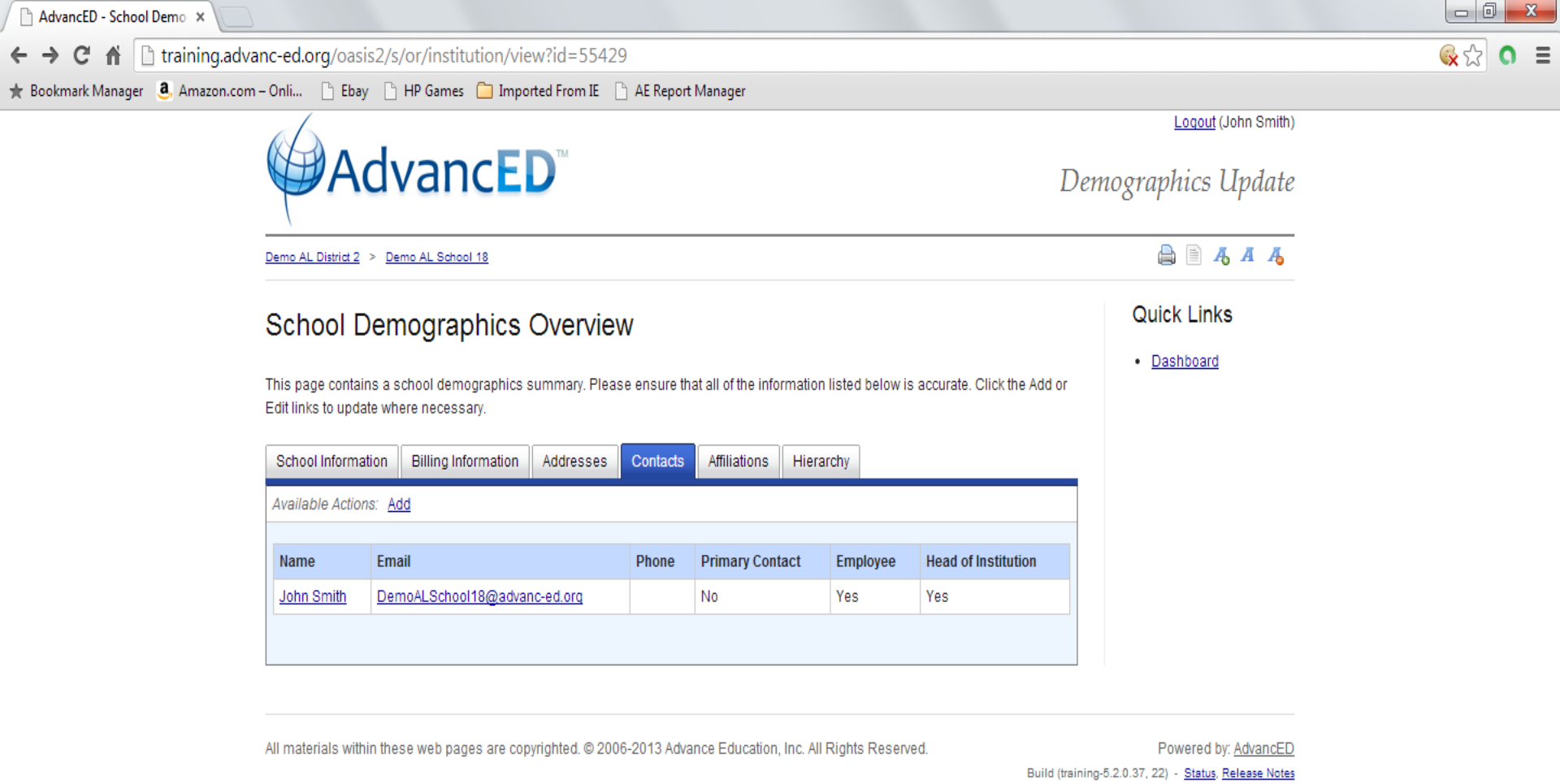
School Information | Billing Information | Addresses | Contacts | Affiliations | Hierarchy

Available Actions: Request a billing change

Bill to District	No
Billing Address	278 S. Ten Mile Rd, Kuna, ID 83634
Billing Contact	Alice Heida

Quick Links

- Dashboard
- Status



Click the name to update e-mails

If you are a new principal, delete the previous person before adding yourself.

Primary Contact is a “second” person in the building or district who can help us contact you or needs to receive info

Head of Institution (Principal) and Primary Contact should not be the same.

SCHOOL FILTERS and EMAIL ISSUES

- Whitelist the following domains:
  - @advanc-ed.org
  - @cvent.com
- Whitelist in both the building & district filters as well as your personal e-mail
- Check with building/district personnel to confirm; check for summer changes to system
- Contact Vikki if you need originating IP address to whitelist in your filter software