

## MY USERNAME AND PASSWORD

<http://www.transact.com>

My Username: \_\_\_\_\_

My Password: \_\_\_\_\_

For easy access in the future, we encourage you to *bookmark* or save [www.transact.com](http://www.transact.com) within your Internet browser favorites.

## LOGIN

1. Visit <http://www.transact.com>.
2. Click *Log Into Your Account* on the right side of the main menu toolbar
3. Enter your **Username** and **Password**.  
Username: Your full district email address.  
Password: Designated during registration for personal access.
4. Click *Log In*  
**Note:** If you have not registered for access, select the *First time user? Register for access* link on the login page. Select your state, county and district, then click the link to register for personal access.

### Forgot Your Password?

If you forgot your password, click on *Forgot your Password?* link that appears on the Login screen. A temporary password will be emailed to you. You can reset your password by following the instructions below.

### Reset Your Password

1. Log In using your new temporary password
2. Select the *My Account* button in the upper left corner
3. Select *User Management*
4. Select the *My Information* tab on the right
5. Enter a new unique password
6. Select the *Submit Changes* button

## NAVIGATE

### View a Document

1. From the document collection menu on the left, select the desired collection category
2. Select *TransACT Masters* to view the complete collection list of available documents
3. Select a document by clicking on the title. Adobe® Reader will automatically open the document.

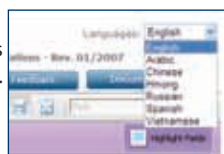
### Print or Save a Document

With the document open, click on the *Print* or *Save* icon located in the document toolbar.



### Change Languages

With the selected document open, find the *Languages* drop-down menu above the *Document Details* button. From the drop-down menu, select a language. The translated document will appear in the document display area.



**Note:** English-Only subscriptions of NCLB, IDEA, and/or GenEd Parent Notifications collections will not have access to translated documents.

### Select Another Document

1. To go back to the document directory, select the *Go Back* button above the open document. Select a new document from the list by clicking on the document title.
2. You can select a different document in another collection by clicking on the collection category title, then *TransACT Masters*.  
**Note:** If your district or state has a customized collection of documents, your customized masters collection will be located under the TransACT Masters link of the corresponding parent notifications collection.

## FAVORITES

Every user can create a My Favorites Set by combining frequently used documents into one easily accessible file. The district's Primary Contact or TransACT Coordinator may also create a Favorites Set to be accessible to all district staff.

### Use the Favorites Wizard

1. Select *Tools* on the main toolbar
2. Select the *Favorites Wizard*
3. Read the instructions then select *Click here to begin*
4. Choose a document collection from which to assemble a Favorites Set
5. Click on the box that correlates to the document you wish to add. A checkmark will appear. After selecting the documents to add to your Favorites Set, scroll down and select *Continue to Step 3*.
6. For each document, click on the box next to the language(s) you wish to include in your favorites set.  
**Note:** Users with access to English-only must still select English for each document in order to add it to your Favorites Set.
7. After selecting the desired language(s) for each document, scroll down and select *Continue to Step 4*.
8. Provide a title and description for this favorites set.
9. Click *Save My Favorites Set*.
10. To view your new favorites set, click *Open This Set* next to the Adobe® PDF logo. The documents and languages will open as one file for easy access and printing.

### Create a New Favorites Set / Add a Document to a Favorites Set

In addition to using the Favorites Wizard, a favorites set can be created or modified while viewing a document.

1. While viewing a document, locate the *Add to Favorites Set...* drop down menu above the open document
2. From the drop down menu:
  - a. Select *Create New* -or-
  - b. Select the favorites set you want to modify
3. If you choose to modify an existing favorites set, the document you are viewing will be added to the end of the set, and the complete list of documents included in that set will be displayed.
4. If you create a new favorites set, you must provide a title and description for the favorites set.



Indicate *Yes* if you would like the document you are viewing to appear in the set or *No*, *create an empty set* to add documents to the new set in the future. Select *Create Favorites Set*.

### Access your Favorites Sets

1. From the folder menu on the left, click on the *My Favorites* folder.
2. Click *View All* to view a list of available sets.
3. Click on a favorites set title to view a list of the documents in that set.
4. Click *Open this Set* at the bottom of the list to view the favorites set as one document.



### Edit your Favorites Sets

1. From the collection menu on the left, click on *My Favorites*.
2. Click *View All* to view a list of available sets.
3. Click on a favorites set title to view the document list in that set.
4. To remove a document, click the button next to the language of the document you wish to remove.
5. When a check mark appears in the selected boxes, click *Remove* and the documents will be removed from your favorites set.

### Print your Favorites Set

1. Select the favorites set you want to print from the *My Favorites* list.
2. Click *Open this Set* at the bottom of the list to view the Favorites Set as one document.
3. Once the file is open, click on the *Print* icon that appears in the Adobe® Reader toolbar directly above the document (see *Print a Document under Navigation*).

## ACTPOINT® ROADMAPS

Based on your districts subscription, you will have free access to the RoadMaps that you are subscribed to. In order to access ActPoint RoadMaps, you must be logged into your TransACT account.

### Creating a New RoadMap

1. Select *RoadMap* from the main menu toolbar
2. Read the RoadMap introduction and instructions
3. Select *New RoadMap* tool in the menu bar at the top of the page
3. Select the document collection you want to access
4. Select the notification series of that collection
5. Read the instructions then click *Start RoadMap* to begin

### RoadMap Process

Through a series of multiple choice questions, the RoadMap will take you through a unique sequence of questioning to produce a customized diagnostic summary report with detailed action steps outlined by your district or state.



Included in each RoadMap are:

1. Diagnostic assessment with expert guidance associated with questions
2. Coverage for each of the 12 NCLB/ESEA compliance areas
3. District Guidance is provided
4. Federal and/or State requirements integrated
5. Monthly updates to reflect changes in the federal law or guidance recommendations

### Summary Report

1. Active links to district, state, and federal documents
2. Active links to TransACT parent notifications
3. Prescriptive "Action Plan" for each compliance section
4. Comprehensive "Audit Report" for each compliance section with documentation to support actions
5. Automatic "Summary, Checklist and Timeline" form completion on all NCLB document collection RoadMaps

### Print and Save Report

After completing the RoadMap, save and print the report by selecting the print or save report button in the upper right corner of the summary report.

### My RoadMaps

1. To view previously completed RoadMaps, simply click on the "My RoadMaps" tool on the RoadMap menu bar adjacent to the New RoadMap tool.
2. You will find all RoadMaps that have been completed, time and date of completion, and your customized summary reports.

### Summary, Checklist and Timeline Automation: NCLB Collection Only

The NCLB Summary, Checklist and Timeline form is automated throughout the NCLB RoadMaps. To view the list of remaining RoadMaps to be completed, select the *Dashboard* tool on the homepage menu bar.

The SCT Automation Reporting is a comprehensive suite of online reporting tools for State/District personnel to monitor parent notification progress.

Included in the reporting are:

1. Comprehensive "Audit Report" for each compliance section with documentation to support actions
2. Online dashboard for school/district accountability
3. Online reports by:
  - a. School
  - b. District
  - c. State
  - d. RoadMap
  - e. Forms
  - f. SCT

## EXIT THE WEBSITE

To exit the TransACT Compliance & Communication Center, simply click *Logout* in the upper right corner on the toolbar.

By exiting the website using the Logout function, you ensure that your internet session is completely closed. If you leave the internet browser open on your computer, and/or navigate to a different website without logging out, there is a risk that an unauthorized user may access the TransACT Compliance & Communication Center or your Username and Password.

## HELP AND SUPPORT

### User Guides & Document Catalogs

The Quick Start Guide and Guides to Success are helpful resources that contain step-by-step instructions for the tools and functions available within the TransACT Compliance & Communication Center. The Document Catalogs contain a complete listing of all of the documents within each collection.

All User Guides and Documents Catalogs are available for download on the Home page of the Compliance & Communication Center by clicking on the *User Guides* link.

### Live Help

If you are unable to find a solution using the online Help & Support System, click on the *Live Help* button at the top of the screen to chat with a TransACT Customer Care Representative.

*Live Help* is available Monday through Friday from 7:00am to 5:00pm PST. If a support representative is not available, please leave a message when prompted. We will contact you upon our return.

### Contact TransACT

The team at TransACT hopes that you have a positive experience with our services. If you need any assistance or information, please contact us.

### Customer Care & Implementation Support

for technical support, website assistance, questions related to documents and translations, assistance with encouraging usage throughout your district, staff training and best practices for implementation

Phone: (425) 977-2100 Fax: (425) 776-3377  
Email: support@transact.com

### Sales



for questions related to the district subscription, pricing, invoices and service upgrades

Phone: (425) 977-2100 Fax: (425) 776-3377  
Email: sales@transact.com




## SOFTWARE REQUIREMENTS

When you Login, your computer will be screened for the software required to access documents within the system. If your computer has the necessary software, you will enter the TransACT Compliance & Communication Center without delay. If your computer needs upgraded software, you will be provided with instructions.

### Operating Systems

-  PC - Windows 2000, XP and Vista
-  Macintosh - OS X

### Internet Browsers

-  Microsoft® Internet Explorer® - version 6.0 or greater
-  Apple® Safari - version 3.0 or greater
-  Mozilla® FireFox® - version 2.0 or greater

### Installed Applications

-  Adobe® Reader® - version 7.0 or greater for PC, 8.0 or greater for Macintosh

### Other Settings

Screen Resolution should be 800 x 600 or higher, at least 16-bit color.

We recommend 1024 x 768 for optimal viewing of our website.

JavaScript and Cookies must be enabled in your Internet Browser.