ACSI Data Online for Parents: Quick Start Guide

Welcome, Parents, to the new **ACSI Data Online** website. This Quick Start Guide is intended to help you become familiar with the application, provide links to access the website, and guide you through the start-up procedures. It will also help you access the detailed *ACSI Data Online User Guide for Parents,* which you can use to explore further.

Link to ACSI Data Online

You can access the website through the following link:

>Click here to access

Landing Page

Click the website link to open the following login page.

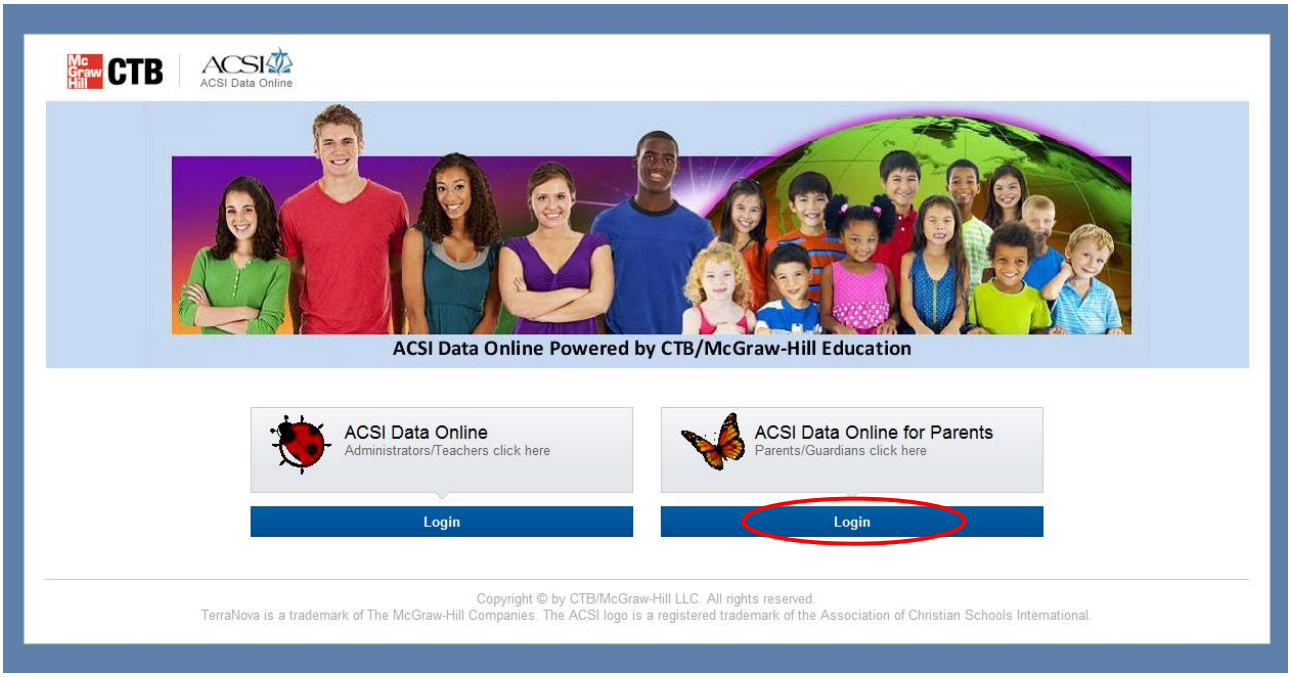

Figure 1: ACSI Data Online Login Page

There you can click **Login** for **ACSI Data Online for Parents**. Then you will be taken to the following login screen.

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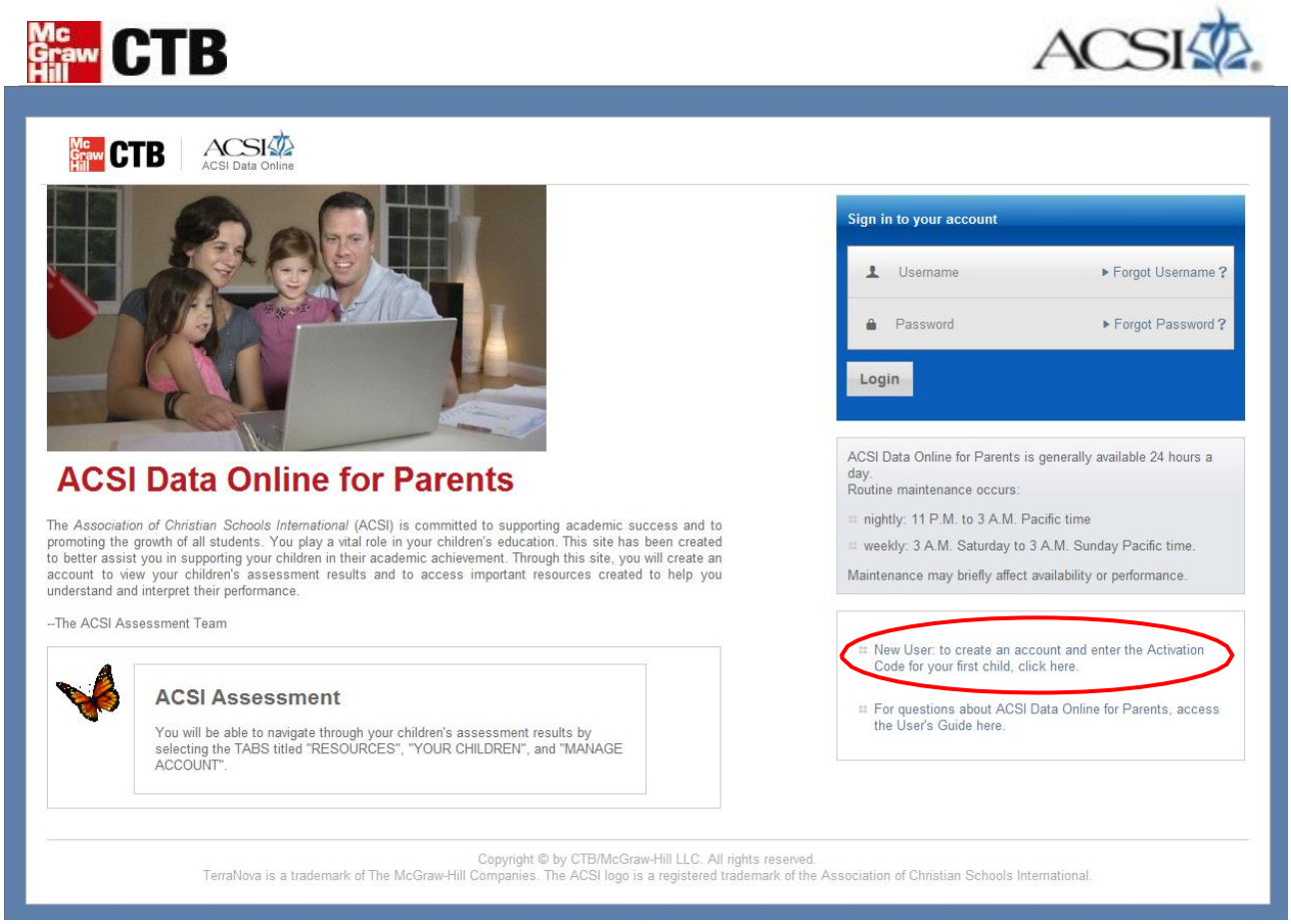

Figure 2: ACSI Data Online for Parents Login Page

New User Registration

If you are a first time user, you will need to create your account by entering your child's activation code provided by your school. Refer to the text circled in red in Figure 2. The text reads, "New User: to create an account and enter the Activation Code for your first child, click here." Click on the words "click here" to begin the five-step registration process. When you register, you will see the following six screens and will be prompted to enter your activation number, verify your child's information, enter your name, set your password, enter contact information, select security questions, and type your answers. Refer to Figures 3, 4, 5, 6, 7, and 8.

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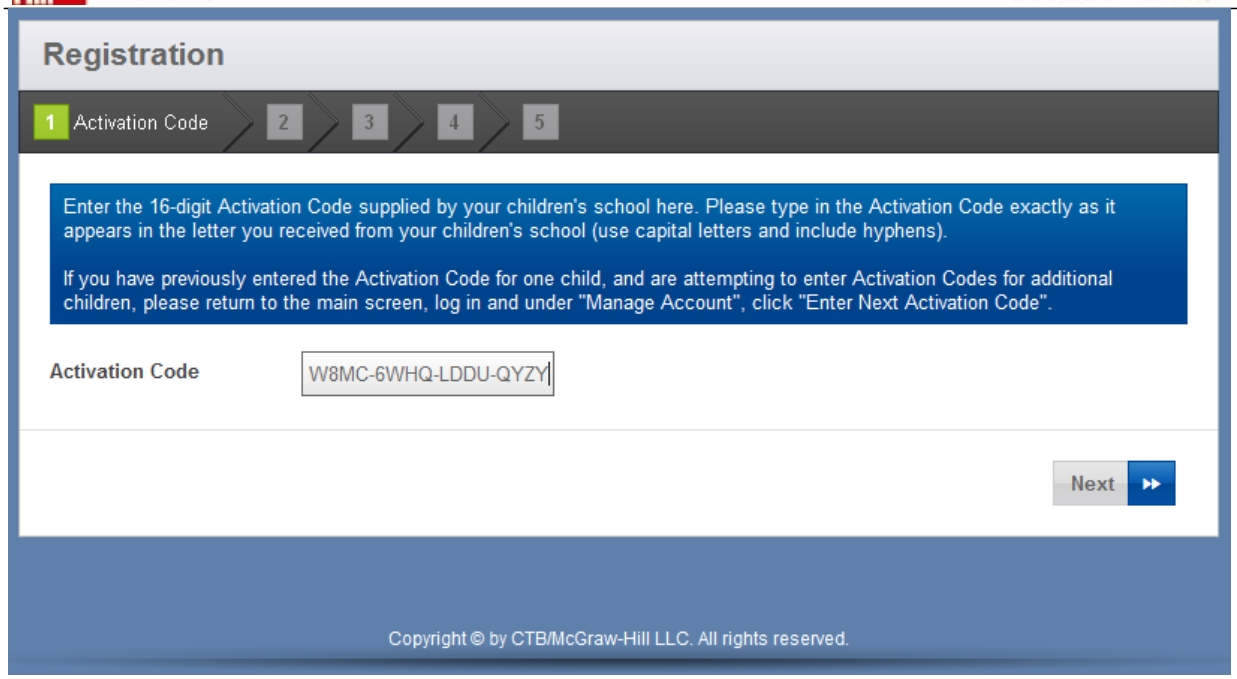

Figure 3: Registration - Activation Code Page

The first page prompts you to enter the 16-digit **Activation Code** supplied by your children's school and then click **Next** (refer to Figure 3). Please type in the activation code exactly as it appears in the letter you received from your children's school (use capital letters and include hyphens). If you have previously entered the activation code for one child, and are attempting to enter activation codes for additional children, please return to the main screen, log in, and under **Manage Account**, click **Enter Next Activation Code**.

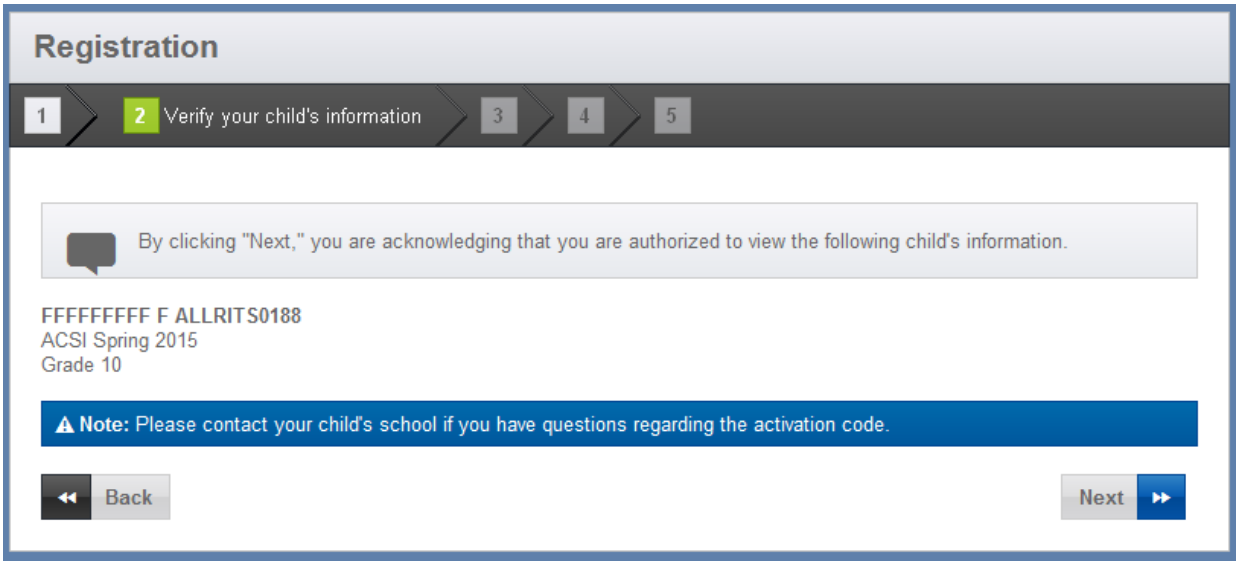

Figure 4: Registration – Child Verification Page

On the second page you will be asked to verify your child's information and then click **Next** (refer to Figure 4). By clicking **Next**, you are acknowledging that you are authorized to view the information for the child listed on your screen. If you have questions regarding the activation code, please contact your child's school.

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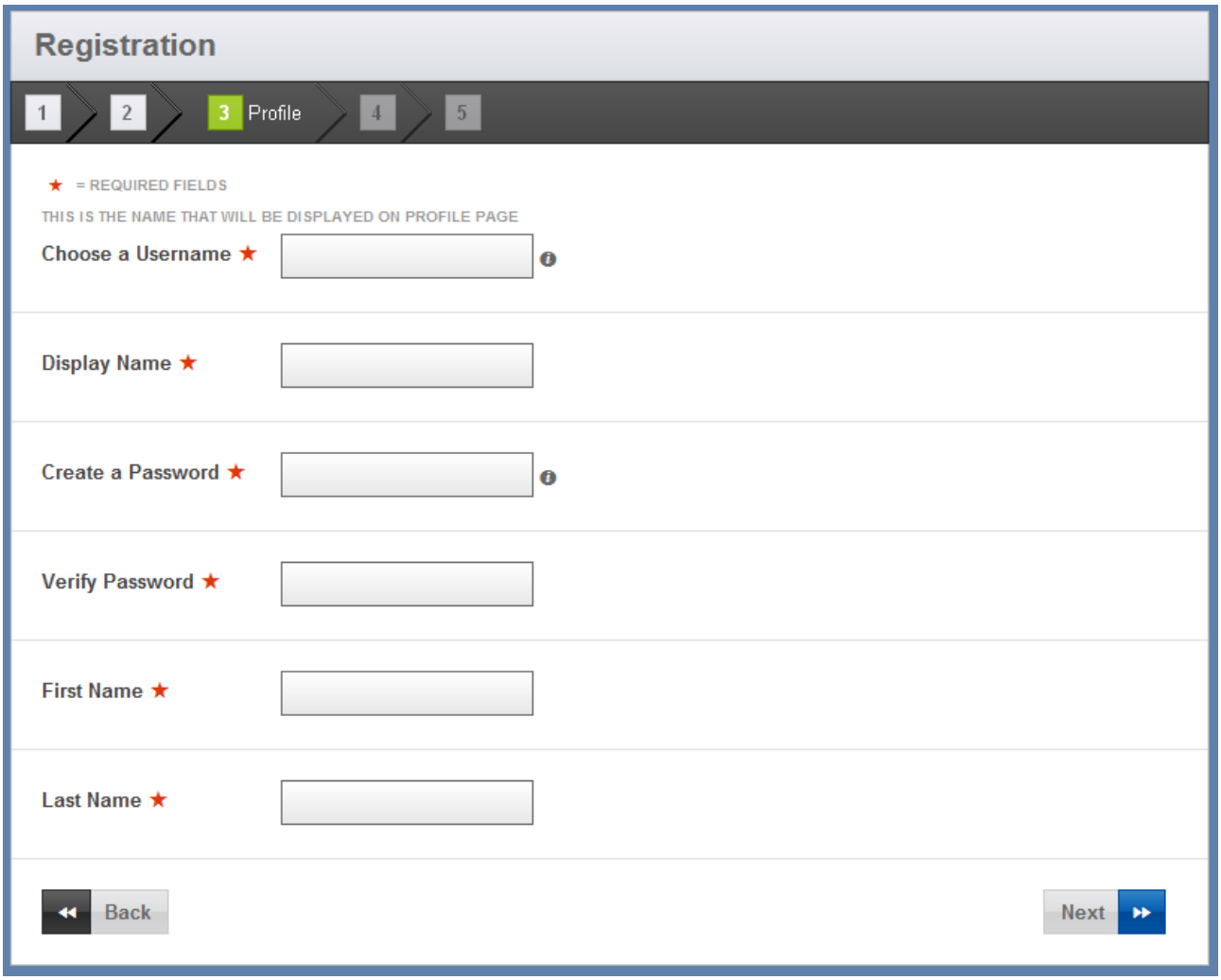

Figure 5: Registration - Profile Page

On the third page you will be asked to enter a **Username** and a **Display Name**, create and verify a **Password**, and enter your **First Name** and **Last Name** (refer to Figure 5). Enter the required information and click **Next**.

The **Username** will be displayed on your Profile Page and you will use it each time you log in to the site. Usernames must be at least three characters. Choose something that will be easy to remember, but be careful – once you choose a username it may not be changed. Choose a username that you have not used previously.

Your **Display Name** will be displayed at the top of the page after you log in.

Passwords are case-sensitive. They must be at least eight characters long and include at least one number, one uppercase letter, and one lowercase letter. You will need to use your password each time you log in to the site.

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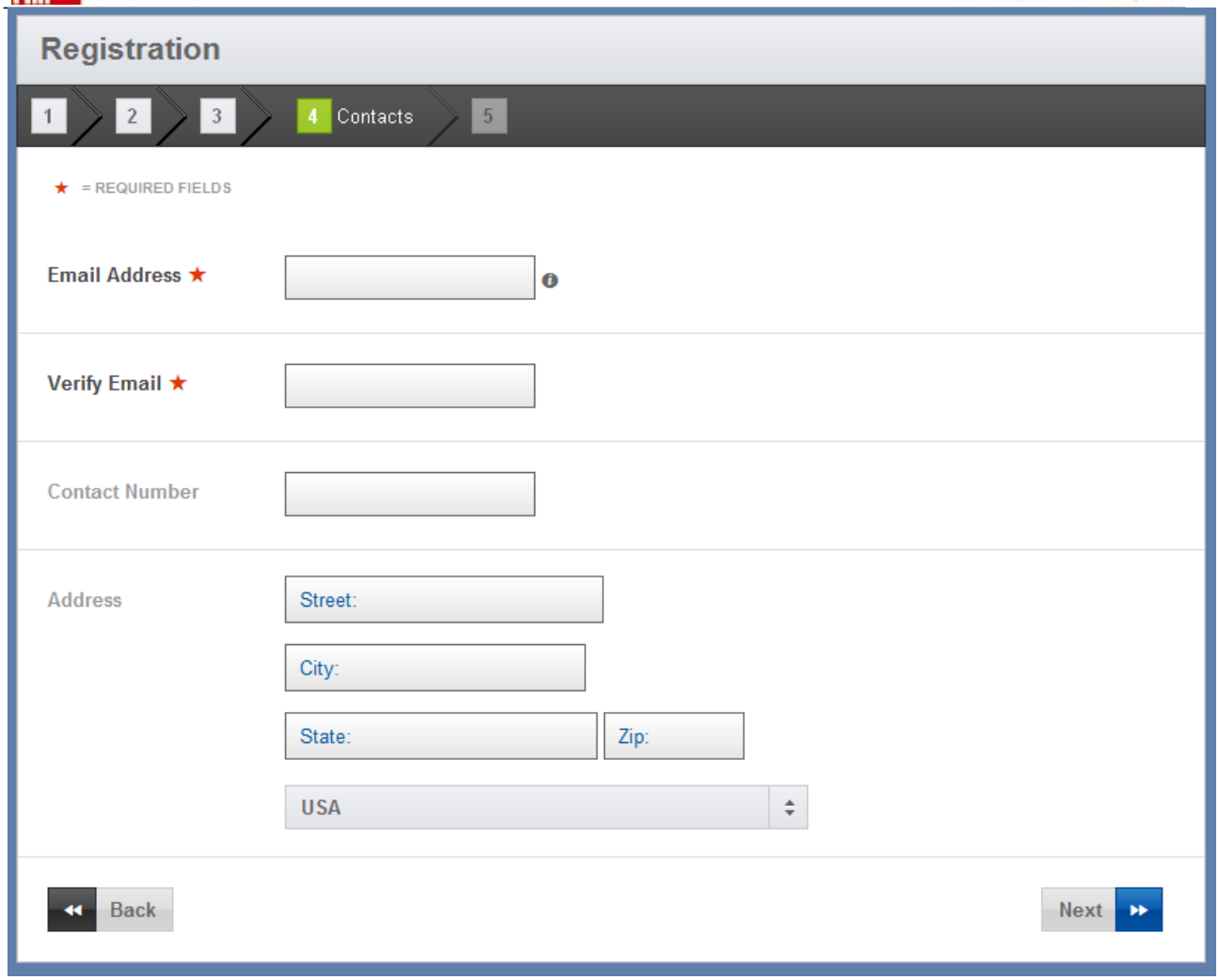

Figure 6: Registration – Contacts Page

The fourth page is the **Contacts** page (refer to Figure 6). Here you will be asked to enter your email address and then enter it again to verify it. You have the option to enter your contact (phone) number and address. Once you are finished, click **Next**.

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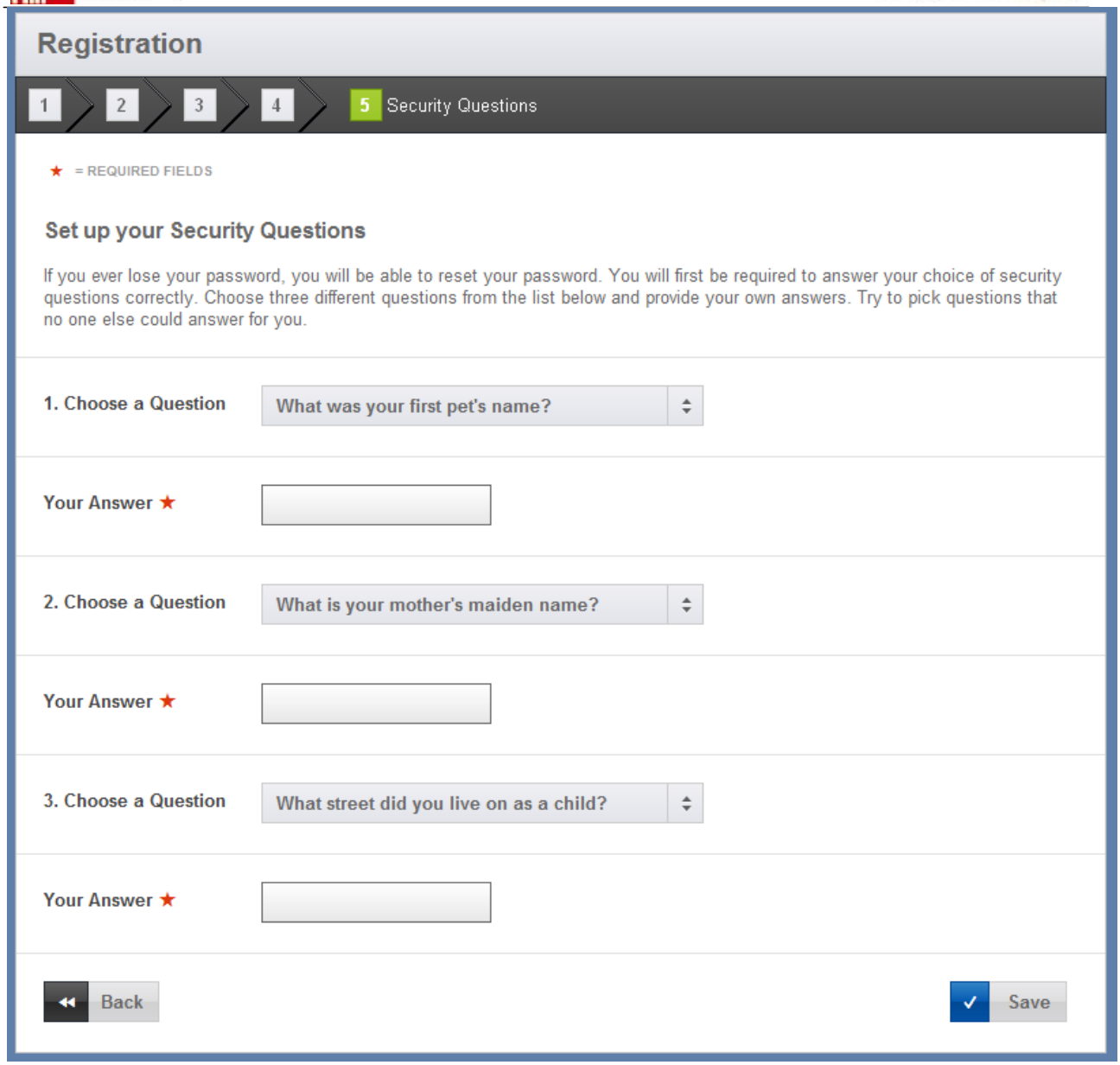

Figure 7: Registration – Security Questions

On the fifth page you will be asked to select **Security Questions** and type your answers (refer to Figure 7). Once you have entered the information, click **Save**.

Choose a different question from each of the three dropdown lists and provide your answers in the corresponding boxes. Try to pick questions no one else could answer for you. If you ever forget your password, you will need to provide the answers to your security questions to reset your password.

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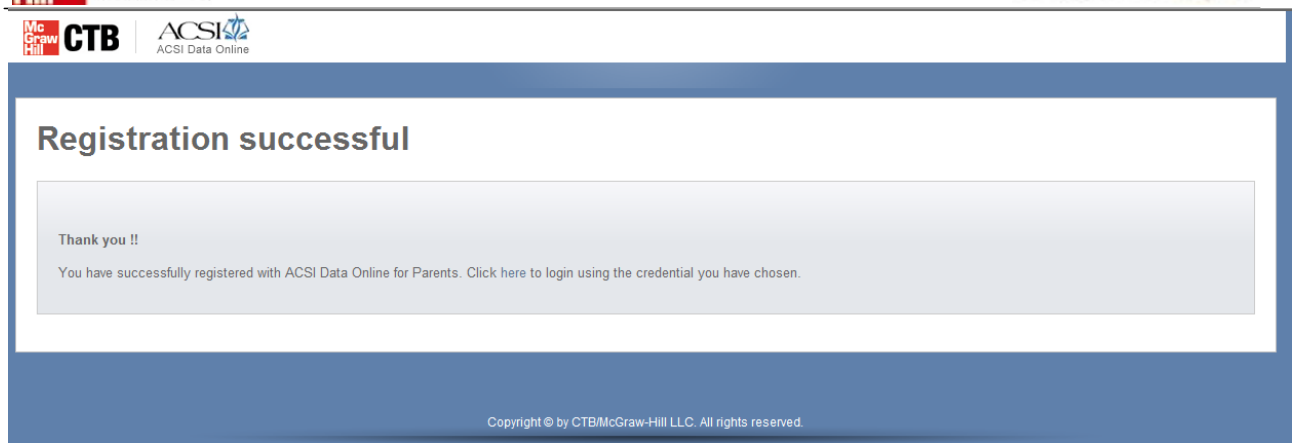

Figure 8: Registration - Successful Page

When you have successfully registered, you will see the **Registration successful** page (refer to Figure 8). Now that you have registered, you can log in. From this page you can click the link word "**here**" to access the login page (refer to Figure 1). There you can click **Login** for **ACSI Data Online for Parents**. Then you will be taken to the following login screen for ACSI for Parents (refer to Figure 9).

Figure 9: ACSI Data Online for Parents Login Page

User Name and Password

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To log in, enter the following information in the **Login** panel (refer to Figure 9):

1. **Username:** Enter your username here.
2. **Password:** Enter your password here.

You must access the website using your username and password that you created during the registration process noted in the “New User Registration” section of this guide.

Note: All Passwords are case-sensitive. Please enter them carefully.

If you forget your password, you can click the **Forgot Password?** link to obtain a temporary password and reset your password. To get your temporary password, you will need your username and the answers to your security questions.

If you forget your username, you can click the **Forgot Username?** link to obtain it. You will need your email ID to obtain your username.

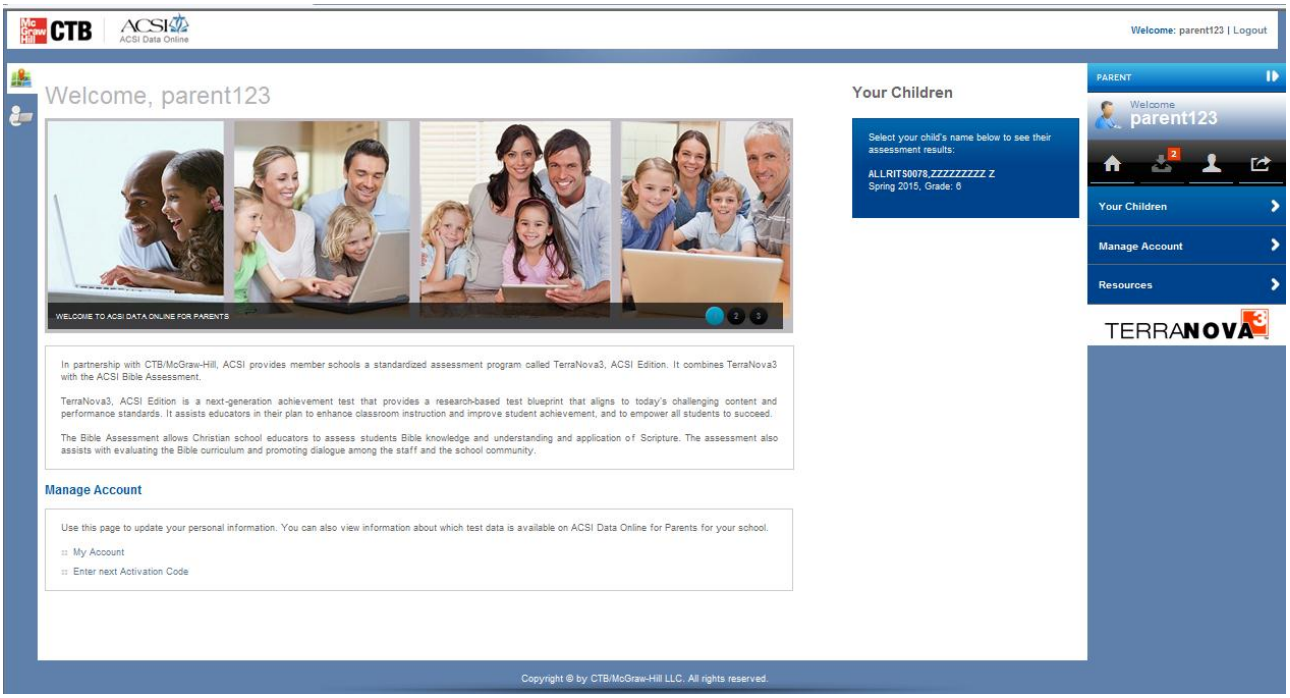

Figure 10: Parent Welcome Screen

Once you log in you will see the **Welcome** page (refer to Figure 10).

For more details, refer to the *ACSI Data Online for Parents User Guide*. You can access the Guide from the **Resources** menu on the blue menu bar after you log in.

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System Requirements

1152 x 864 or higher resolution monitor with 24-bit color

Supported browsers: Firefox 3.x or higher, Internet Explorer 8.0 or higher, Chrome 15.0 or higher

Other software: Adobe Acrobat 9.0 or higher

Product functionality may vary based on your system configuration, operating system, browser, and monitor resolution.

Flash 10.x or higher plug-ins for your web browser

If the graphs are not displaying correctly for you, please download and install the Flash plug-in for your browser from the following link:

http://get.adobe.com/flashplayer/

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