

Quick Start Guide

Welcome to the new Indiana Online Reporting 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.

Corporation and School administrators do not use the URL below, but access Indiana Online Reporting with a Single Sign-On (SSO) login from within CTB.com. These users will not see the login screen shown below and will not be required to log in again. Single sign-on users will land on their “home” page (refer to Figure 6 on page 10).

Link to Indiana Online Reporting

Teachers can access the website through the following url:

<https://indiana.ctb.com/onlineresults>

Teacher/Parent Landing Page

Click the website link to open the following login page.

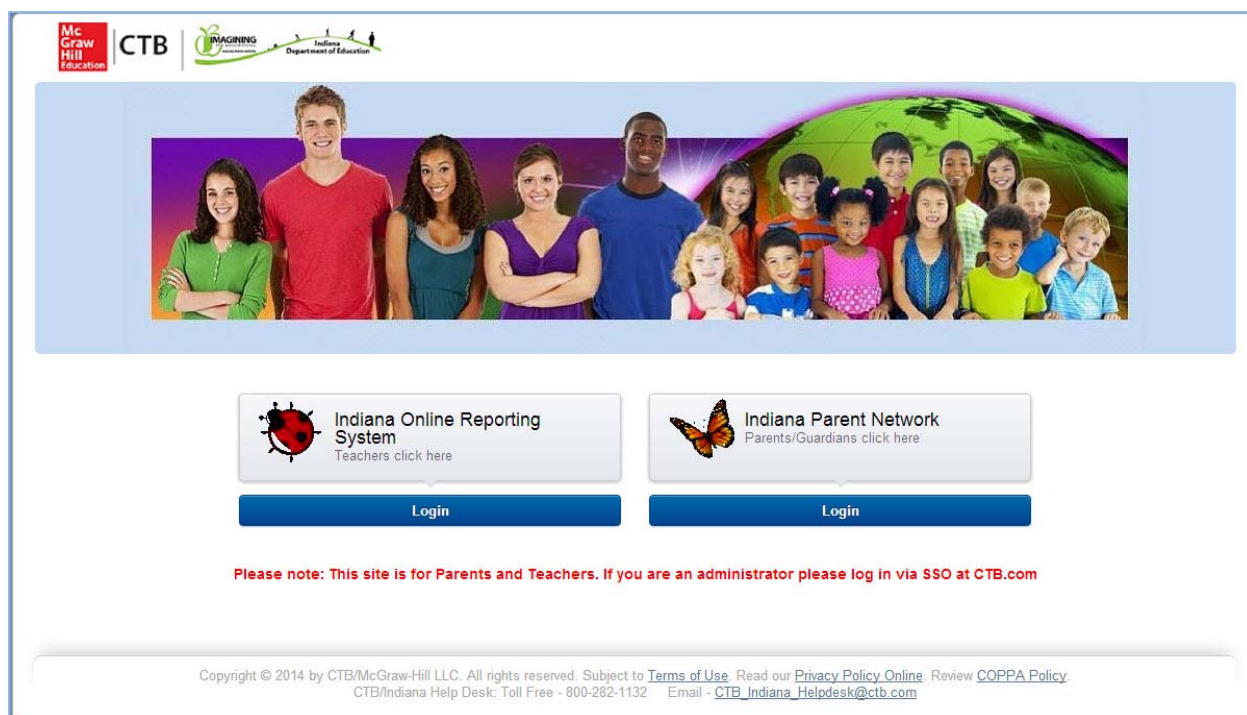


Figure 1: Indiana Online Reporting System and Parent Network landing page

This screen will provide access to both the Indiana Online Reporting System and the Indiana Parent Network. Currently only the Online Reporting System is active and available.

Click the **Login** button for the **Indiana Online Reporting System**. The Online Reporting System login page opens.

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Indiana DEPARTMENT OF EDUCATION
Glenda Ritz, Indiana Superintendent of Public Instruction

Imagine the possibilities.
Making them happen.

Welcome to the Indiana Online Reporting System

If you do not know your username and/or password you need to contact your building or crop/diocese administrator. Your administrator can assist your further. Should you continue to have problems logging into the system you may contact CTB Indiana Customer Support.

About Your Privacy

Any information that you send to CTB/McGraw-Hill via email or web-form will be used only for the purpose of processing your request. Read our Privacy Policy

Review COPPA Policies and its requirements for parental consents to collect or use personal information concerning children.

Download Quick Start Guide PDF

Sign in to your account

Username 1 ▶ Forgot Username ?

Password 2 ▶ Forgot Password ?

Login

Security Agreement I understand that some or all of the data and reports that can be accessed from this site contain 'personally identifiable information' with respect to students and that such information is protected from disclosure without consent under state and federal law. I agree to protect such information from unauthorized disclosure as required by the all relevant federal and state laws. By accessing the services that are linked on this page you are acknowledging that you have read and agree to comply with the above-stated requirements.

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CTB/Indiana Help Desk: Toll Free - (800) 282-1132 Email - CTB_INDIANA_HelpDesk@ctb.com

Figure 2: Indiana Online Reporting login page

Note that you can download this Quick Start Guide in PDF format directly from this page before you log in by clicking the **Download Quick Start Guide PDF** button below the welcome message.

To log in, enter the following information in the **Sign in to your account** panel (refer to Figure 2):

- 1 **Username:** Enter your Username here.
- 2 **Password:** Enter your Password here.

Please refer to the "Username and Password" section below for details on how you will receive your username and password.

Username and Password

You must access the website using the **Username** and **Password** that was provided to your school following the spring administration.

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

When you log in to Indiana Online Reporting for the first time, you will be prompted to reset your password, enter your name and contact information, select security questions, and type your answers (refer to Figures 3, 4, and 5).

Passwords must be at least 8 characters long and include at least one number, one uppercase letter, and one lowercase letter.

Change Password

1 Password > 2 Profile > 3 Security Questions

You should change your password on first login. Please use the fields below to change your password.

★ = REQUIRED FIELDS

Username: Olafson

Create Password ★

Verify Password ★

Next >>

Figure 3: Change Password screen

Change Password

1 Password > 2 Profile > 3 Security Questions

★ = REQUIRED FIELDS

First Name ★

Last Name ★

Email Address ★

Verify Email ★

Contact Number

Address

Street:

City:

State: Zip:

USA

Back << Next >>

Figure 4: Change Password/Create Profile screen

Change Password

1 Password
2 Profile
3 Security Questions

★ = REQUIRED FIELDS

Set up your Security Questions

If you ever lose your password, we will be able to send you a new one to the email address you provided. You will first be required to answer your choice of security questions correctly. Choose three different questions from the list below and provide your own answers. Try to pick questions that no one else could answer for you.

1. Choose a Question	What was your first pet's name?
Your Answer ★	<input type="text"/>
2. Choose a Question	What is your mother's maiden name?
Your Answer ★	<input type="text"/>
3. Choose a Question	What street did you live on as a child?
Your Answer ★	<input type="text"/>

Back
Save

Figure 5: Change Password/Create Profile screen

If you forget your password, click the **Forgot Password?** link on the main login page to reset it. To reset your password you will need your username and the answers to your security questions.

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

My Account

A teacher can change his or her own password, contact information, email address, and choose different security questions and answers at other times by clicking the **My Account** navigation in the right side menu, or the **My Account** icon on the left side blue bar.

Note: Administrators with Single Sign-On do not have access to their account settings in the Online Reporting System.

Reports Interface

On successful login, you will see the following Home page with your username appearing in the top right-hand corner (refer to Figure 6 below).

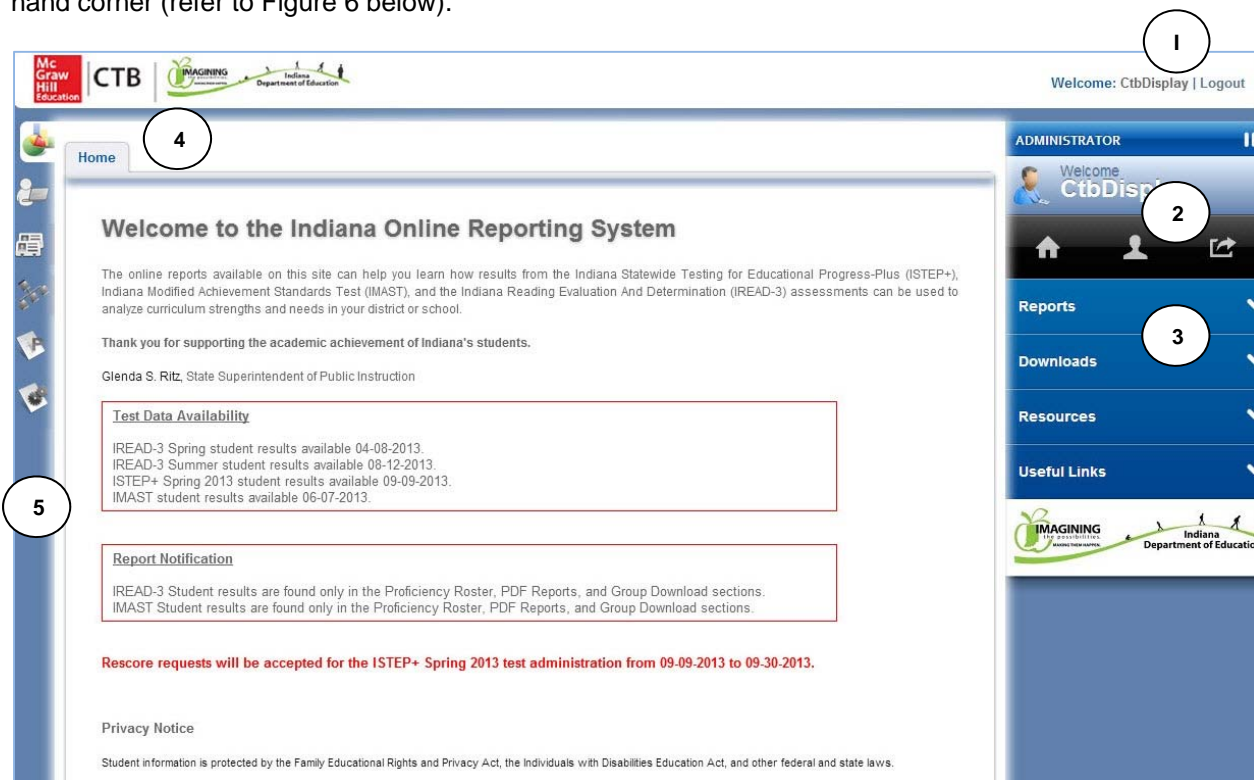



Figure 6: Indiana Online Reporting Home page

- 1 Next to your username is the **Log Out** link. You can click this link to log out of the website.
- 2 On the right side of the screen there is a panel which shows your username and system icons for **Home**, **My Account**, and **Logout**. These are always active. The right panel can be hidden by clicking the  icon in the upper right corner of the panel.
- 3 Below the system icons are drop-down lists of the **Reports** and **Downloads** available to you in your role and location in the organization. The **Resources** list includes this Quick Start Guide, the INORS User Guide, and the Guide to Test Interpretation. The **Useful Links** list offers quick access to Academic Standards, the ISTEP+ Info Center, and the Indiana Dept. of Ed.
- 4 At the top of the center workspace you will see a tab showing that you are on the **Home** page. As you access reports, each on its own tab, you can switch among views by clicking the tabs.
- 5 To the left of the workspace are icons that can be used to access various “management” functions, such as managing students, managing organizations, etc. The icons you see are based on your role in the organization and may be fewer than the ones shown in Figure 2.

For details on data downloads and running reports, see the **Indiana Online Reporting User Guide**, available for downloading from the **Resources** menu.

System Requirements

- 1152 x 864 or higher resolution monitor with 32-bit color (system is designed to this specification although other resolutions may be used as well)
- Supported browsers: Firefox 10.x or higher, Internet Explorer 8 or higher, Chrome 15 or higher, Safari 7 or higher
- Other software: Adobe Acrobat 9 or higher
- 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/>

Assistance and Support

Support is available via phone or online as follows:

CTB/Indiana Help Desk: Toll Free 800-282-1132

Email: CTB_Indiana_Helpdesk@ctb.com

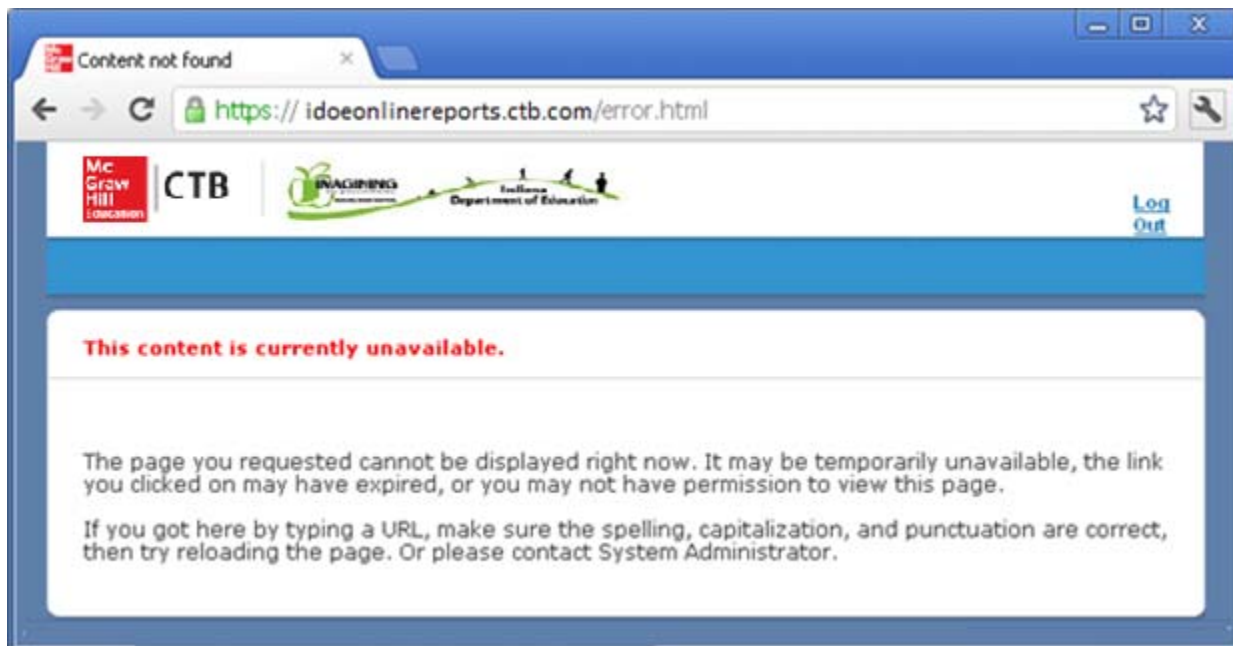
FAQ

1. How do I receive notification that my group data has been loaded, and my login information for accessing Indiana Online Reporting?

A: Teacher users – Your school administrator will distribute logins to users.

Administrator users already have Single Sign-On passwords and receive information about the availability of data via the ISTEP page at CTB.com.

2. Why am getting the following message?



A: You will get this message if you enter certain invalid characters when filling in your Username and Password on the login page. These invalid characters include punctuation marks and other special characters which should not be part of your login credentials. Please re-enter your login information, which will be composed only of numbers and upper/lower case letters.