

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.

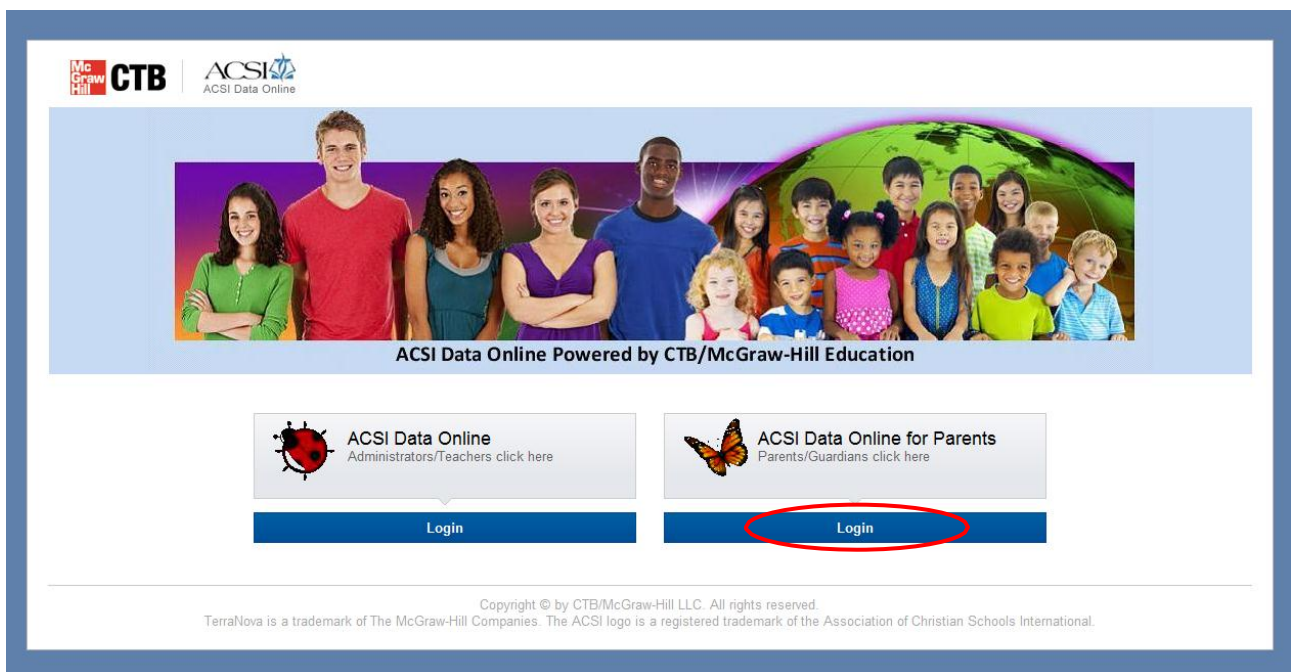



Figure 1: ACSI Data Online Login Page


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



ACSI Data Online for Parents

The Association of Christian Schools International (ACSI) is committed to supporting academic success and to promoting the growth of all students. You play a vital role in your children's education. This site has been created to better assist you in supporting your children in their academic achievement. Through this site, you will create an account to view your children's assessment results and to access important resources created to help you understand and interpret their performance.


--The ACSI Assessment Team




ACSI Assessment

You will be able to navigate through your children's assessment results by selecting the TABS titled "RESOURCES", "YOUR CHILDREN", and "MANAGE ACCOUNT".

Sign in to your account

 Username [▶ Forgot Username ?](#)

 Password [▶ Forgot Password ?](#)

Login

ACSI Data Online for Parents is generally available 24 hours a day.
Routine maintenance occurs:

- nightly: 11 P.M. to 3 A.M. Pacific time
- weekly: 3 A.M. Saturday to 3 A.M. Sunday Pacific time.

Maintenance may briefly affect availability or performance.

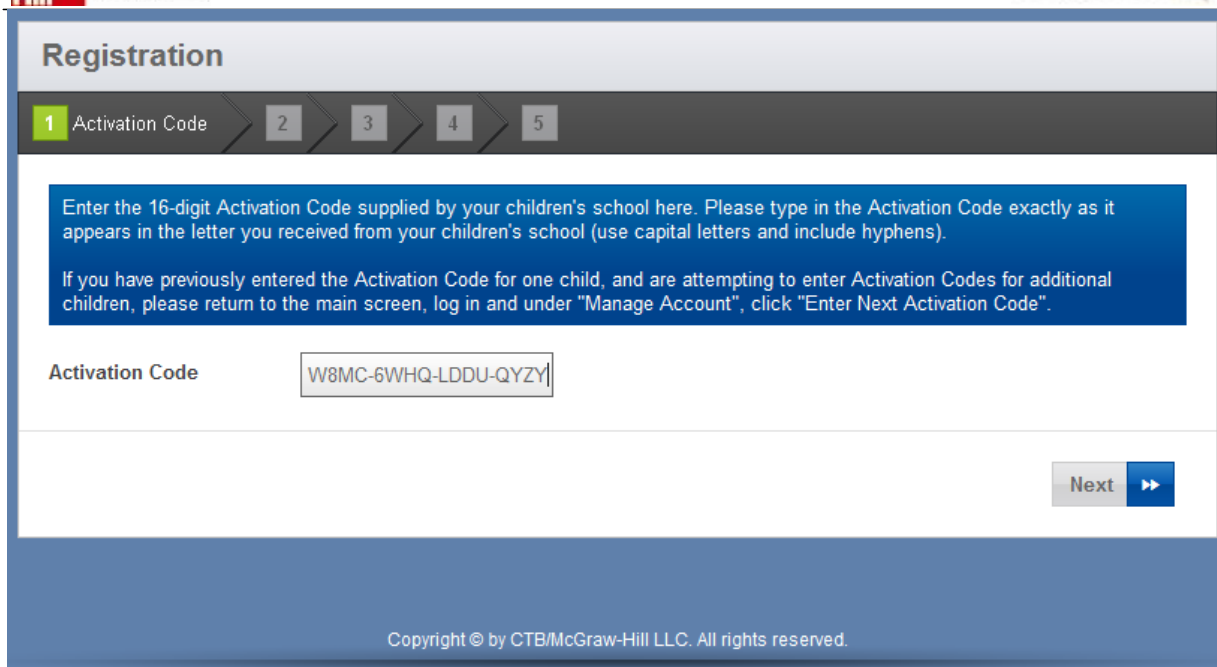
- New User:** to create an account and enter the Activation Code for your first child, [click here.](#)
- For questions about ACSI Data Online for Parents, access the User's Guide [here.](#)

Copyright © by CTB/McGraw-Hill LLC. All rights reserved.
TerraNova is a trademark of The McGraw-Hill Companies. The ACSI logo is a registered trademark of the Association of Christian Schools International.

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.



Registration

1 Activation Code 2 3 4 5

Enter the 16-digit Activation Code supplied by your children's school here. 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".

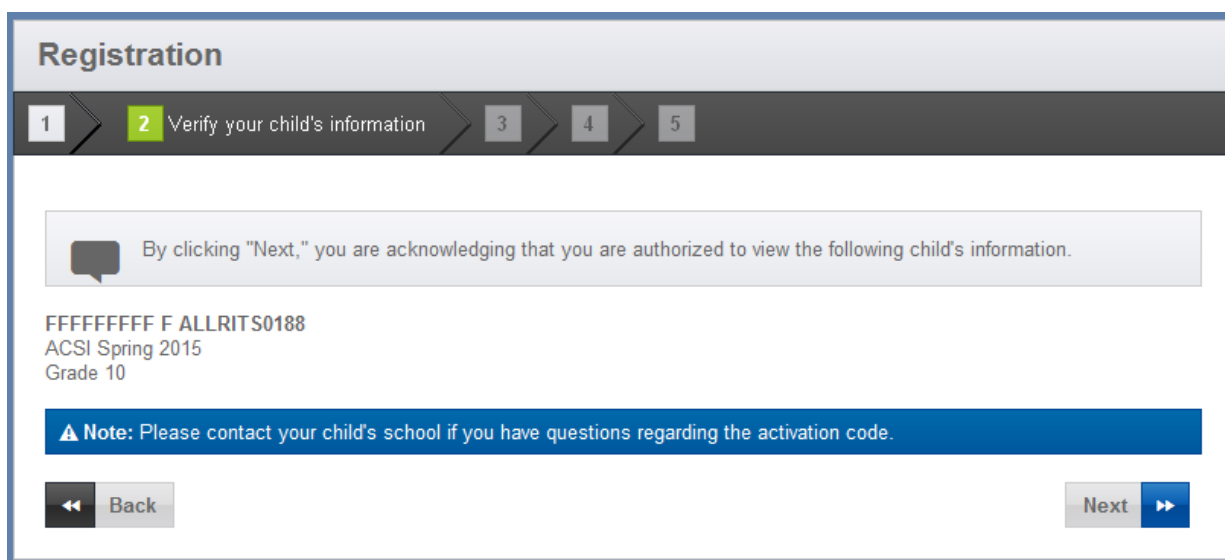
Activation Code

Next >>

Copyright © by CTB/McGraw-Hill LLC. All rights reserved.

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**.



Registration

1 2 Verify your child's information 3 4 5

By clicking "Next," you are acknowledging that you are authorized to view the following child's information.

FFFFFFFF F ALLRITS0188
ACSI Spring 2015
Grade 10

Note: Please contact your child's school if you have questions regarding the activation code.

<< Back Next >>

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.

Registration

1
2
3 Profile
4
5

★ = REQUIRED FIELDS

THIS IS THE NAME THAT WILL BE DISPLAYED ON PROFILE PAGE

Choose a Username ★

Display Name ★

Create a Password ★

Verify Password ★

First Name ★

Last Name ★

Back
Next

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.

Registration

1
2
3
4 Contacts
5

★ = REQUIRED FIELDS

Email Address ★

Verify Email ★

Contact Number

Address

Street:

City:

State: Zip:

USA

Back Next

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**.

Registration

1
2
3
4
5 Security Questions

★ = REQUIRED FIELDS

Set up your Security Questions

If you ever lose your password, you will be able to reset your password. 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 ★

2. Choose a Question
What is your mother's maiden name?

Your Answer ★

3. Choose a Question
What street did you live on as a child?

Your Answer ★

Back
Save

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.

Registration successful

Thank you !!

You have successfully registered with ACSI Data Online for Parents. Click [here](#) to login using the credential you have chosen.

Copyright © by CTB/McGraw-Hill LLC. All rights reserved.

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).

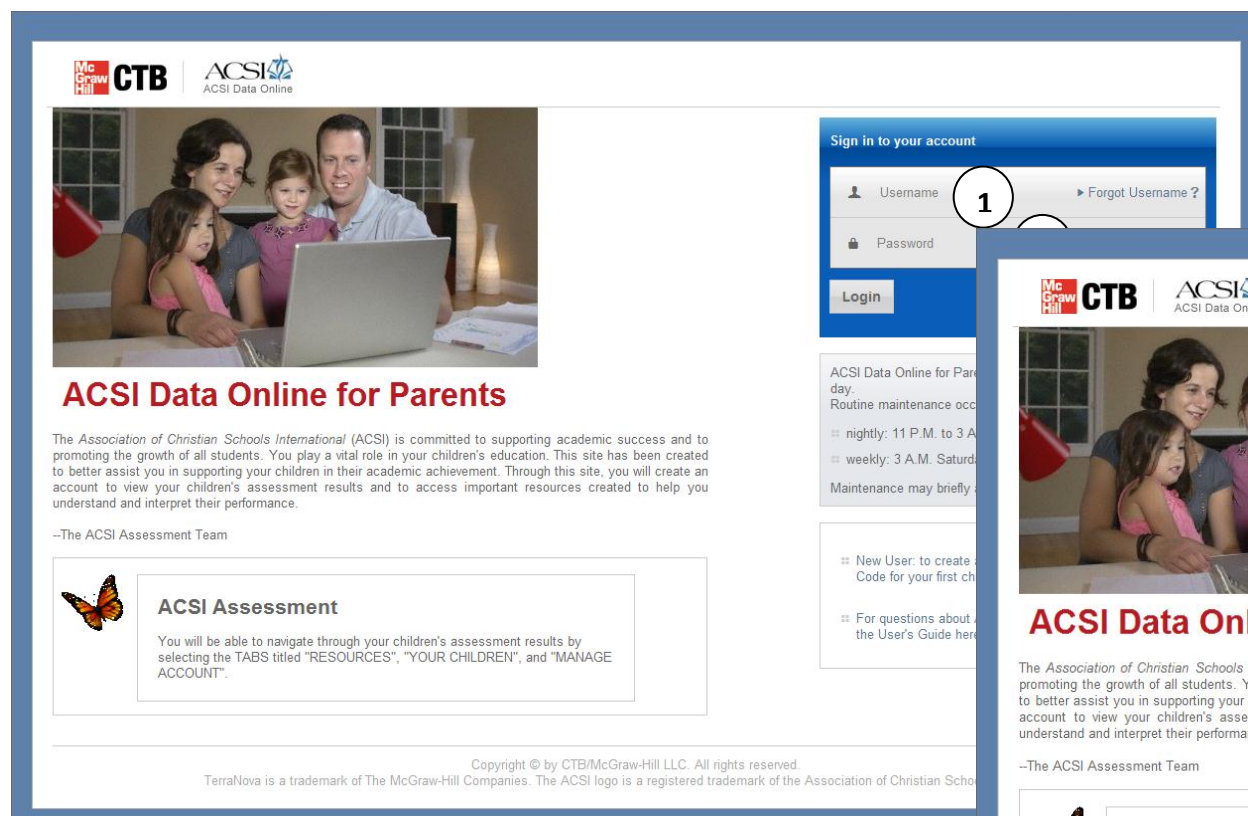


Figure 9: ACSI Data Online for Parents Login Page

User Name and Password

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.

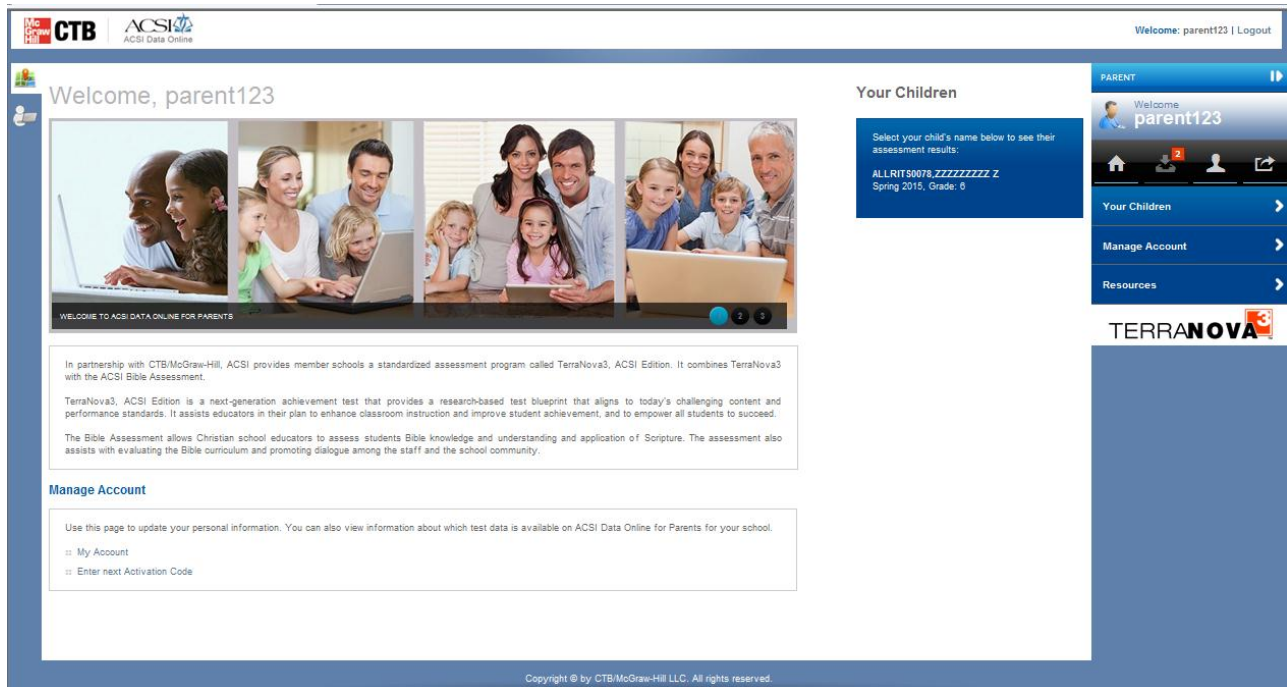


Figure 10: Parent Welcome Screen

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.

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/>