TransACT® Parent Notices

QUICK START GUIDE

USERNAME: _____

PASSWORD: _____

ACCOUNT BASICS

Register for Access

1. Visit http://www.transact.com
2. Click on the Register link at the top of the page
3. Follow the prompts to create your own personal account

Log in to Your Account

1. Visit http://www.transact.com
2. Click on "LOG IN TO TRANSACT" (upper right)
3. Enter your district email address (username) and password
4. Click "Go"

Forgot your Password? Click on the "Forgot your password?" link on the login screen. A new password will be emailed to you.

Reset your Password

1. Log in using your temporary password
2. Go to "My Account" (upper right)
3. Click "My Profile"
4. Enter your desired password in the field provided

SITE NAVIGATION

Access Documents

1. Click on the green "Get Started" button OR hover your mouse over the blue "All Documents" menu (left)
2. Locate the category you wish to view
3. Click on the appropriate link to display the document title
4. Click on the document title
5. A linked file path at the top provides quick navigation

Search for a Document

1. Find the search field at the top of the page
2. Search by document title, language, category or keyword

Access My Favorites

1. Hover your mouse over the blue "All Documents" menu
2. Click on "My Favorites" at the bottom of the menu
3. Previously created Favorites Sets will appear
4. Open a single document by clicking on the document title
5. Open as a set by clicking "Open PDF" on the right

DOCUMENT FEATURES & FUNCTIONALITY

1. Click on a document title
2. The "Document View" screen appears
3. Detailed document information is provided along with a series of document tools on the right side

Document Tools:

1. Open PDF
2. Fill-In and Save
3. Provide Feedback
4. Add to Favorites
5. Word Version (GenEd Only)
6. Cover Letter (NCLB/IDEA Only)

Open PDF: Change Languages, Print and Save a Document

1. Click on the title to get to the "Documents View" screen
2. Find the orange drop down box that says "English"
3. Select the language you need
4. Open the document by clicking on "Open PDF"
5. To print, click on the print icon in the Adobe Reader toolbar directly above the document
6. To save, click on the save icon in the Adobe Reader toolbar directly above the document

Fill-in & Save: Save & Print Data across Translations & Forms*

1. Click on a title to get the to "Document View" screen
2. Click "Fill-In & Save" on the right
3. Enter data in the highlighted fields
4. Click on the orange "DOWNLOAD" button
5. Enter a file name, select languages and click "Save"
6. Open or save the document
7. Typed data appears on English & translated versions
8. To print, click on the print icon in the Adobe Reader toolbar directly above the document
9. To save, select File > Save As

*The system will automatically remember data entered in the current session. This information is only temporarily stored and is deleted once you logout. Potentially private information, such as student names and addresses, are never saved to our servers.

Add to Favorites: Personalized folders for quick access

1. Click on a title to get to the "Document View" screen
2. Click on "Add to Favorites"
3. Select an existing set or create a new set
4. Enter a title, description and click "Add to Existing" or "Add to New"

MINIMUM SOFTWARE REQUIREMENTS

1. Screen Resolution: 1024x768 minimum
2. PDF Viewers: Adobe Reader 8.0 or higher, Preview
3. Internet Browsers: Versions listed below or higher
   a. PC: Microsoft Internet Explorer V7, Mozilla Firefox V3.0, Google Chrome V1.0+, Apple Safari V3.1.2
   b. Mac: Apple Safari V3.0, Mozilla Firefox V3.0, Google Chrome V1.0

SUPPORT - TRANSACT CUSTOMER CARE

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- Email: support@transact.com
- Fax: 425.776.3377
- Live Help is also available

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