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2010 Levy Avenue, Suite 100 • Tallahassee, Florida 32306 • 850.644.9352

Principal <<SL1 User>>:

You have registered <<School>> to use the Progress Monitoring and Reporting Network (PMRN) for the 2010-2011 school year.

As the School Level 1 (SL1) User for the PMRN - Florida's Web-based data management system for the collecting, recording, and reporting of student gains in reading - your next steps are to:

- access the application,
- reset your Password,
- confirm your school's calendar, and
- create a School Level 2 (SL2) User.

The SL2 User will be your designee for administration of the PMRN. The following steps should be completed on or after the first day of school for students. According to our records, your first day with students is <<start date>>.

#### Step 1. Access the PMRN

See section 1 of the PMRN User's Guide (<http://www.fcrr.org/pmrn/userguides.shtm>)

In the address bar of your browser, enter the URL <https://pmrn.fcrr.org>. Note the "s" in the address. This indicates that you are accessing an encrypted site protected by a secure sockets layer (SSL).

A User Name and temporary Password for accessing the application were sent to you at the E-mail address <<E-mail Address>>. In the appropriate fields, enter the User Name and Password.

If you cannot find the referenced E-mail, please click on the **Forgot Password?** link. On the page that opens, enter your E-mail address and your User Name and Password will be sent again. If your E-mail address in this letter is incorrect, or for any other reason you do not receive your credentials, please contact the Support Specialists of the PMRN Help Desk at [HelpDesk@fcrr.org](mailto:HelpDesk@fcrr.org) or (850) 644-0931.

#### Step 2. Change Your Password

See section 1 of the PMRN User's Guide (<http://www.fcrr.org/pmrn/userguides.shtm>)

For added security, after accessing the PMRN for the first time, or anytime after the **Forgot Password?** link is clicked, you will need to reset your Password. To reset the Password, you will need your Identifier.

Your Identifier is <<Identifier>>. This Identifier is unique to you and should be kept in a secure location.

In the fields provided, enter your Identifier, and then enter a new Password. The Password must be different than what is currently used, contain a minimum of six characters, and at least one of the characters must be a number. Confirm your Password by entering it again.

For future access to the PMRN, you will continue to use the User Name found in the E-mail and your newly created Password. The information found within the PMRN is protected by the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes. Sharing of your User Name and Password is a violation of these laws. Your credentials should be kept in a secure location separate from your Identifier.

### Step 3. Confirm Your Calendar

See section 2 of the PMRN User's Guide (<http://www.fcrr.org/pmrn/userguides.shtm>)

Based on the information that you provided when you registered your school and the calendar provided by your district, Support Specialists have entered your school's start date and non-instructional days. Non-instructional days are weekdays when the students are not in attendance. Weekends, holidays, and other days that students are not scheduled to be in attendance are considered non-instructional Days. All non-instructional days fall between the first and last day of school for students. These days are important for determining the assessment schedule for your school. Please confirm that these dates are correct. If they are not correct, please do not continue in the PMRN and contact the PMRN Help Desk so that a Support Specialist may update the calendar.

You can confirm your school's non-instructional days by clicking on the PMRN's **Assessment Calendar** link on the school report tab.

You will use your newly created Password to access the PMRN. If you do not complete the steps 1-3 before leaving the PMRN, on your next attempt to Sign In, you will need to change your Password again and repeat steps one through three.

### Step 4. Create a School Level 2 (SL2) User

See section 3 of the PMRN User's Guide (<http://www.fcrr.org/pmrn/userguides.shtm>)

The SL2 User is your designee for the administration of the PMRN. This is usually the school's lead Reading/Literacy Coach, but can be the Assistant Principal in charge of curriculum or another responsible staff member. This person will be accountable for maintaining correct data within the PMRN and ensuring that the assessment protocols are followed. This person will also be the liaison between the FCRR and your school. There may only be one SL2 User at a school.

To see if there is an SL2 User already assigned to your school, select the **Users** tab and review the User roles to the right of the names of the teachers. To delete an SL2 User, on this page, click on the User's name, deselect the check box to the left of the SL2 User role, and confirm.

If the SL2 User is already a User of the PMRN at your school, but does not have the SL2 User role, click on the User's name, select the check box to the left of the SL2 User role, and confirm.

To create a new SL2 User:

- Select the **Users** tab
- Click the **Add User** button
- In the fields provided, enter the person's Identifier that would be found in the district's Staff Demographic file that is sent to the Florida Department of Education (this is usually the Social Security number), first name, last name, and their current E-mail address
- Click the box to the left of "School Level 2"
- Click the **Submit** button and confirm

Upon confirmation, the newly created SL2 User will be sent his/her User Name and temporary Password to the E-mail address you have entered.

### Step 5. Sign Out

You have successfully completed the initial configuration of the PMRN for your school. Please click the **Sign Out** link on the left side of the page. Closing the browser window does not end your session.