

## LOGIN

1. Visit **http://www.transact.com**.
  2. Locate and click once on **Login** that appears in several locations: in the upper left corner, in the left menu below the TransACT logo and in the footer at the bottom.
  3. Enter your **Username** and **Password**.  
*Username:* Your full district email address.  
*Password:* Designated during registration for personal access.
  4. Click once on the **Login** button.
- If you have not yet registered for access, click once on **Subscribe** at the top, select **Subscribe Now as a New Visitor**, select your state, county and district, then click the link to register for personal access.

### Forgot Your Password?

If you have forgotten your password, click on **Forgot your Password** that appears on the **Login** screen. A new, temporary password will be created and emailed to you. Change the temporary password to one you can easily remember by following the instructions to **Reset Your Password**.

### Reset Your Password

1. Select the **My Account** button in the upper left corner.
2. Select **User Management**.
3. Select the **My Information** tab at the right.
4. Enter a New Password, personal to you.
5. Select the **Submit Changes** button.

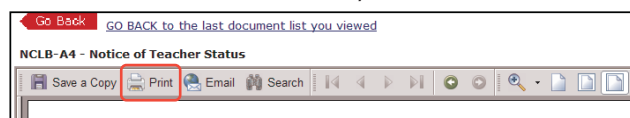
## NAVIGATION

### View a Document

1. From the *folder menu* on the left, click once on the text that appears next to a folder to access the document masters inside.
2. Click once on **TransACT Masters** to view a list of available documents.
3. Click once on a *document title* that appears in the document list. Adobe® Reader will launch and the document will open.

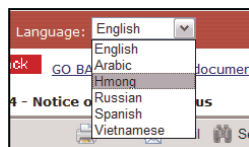
### Print a Document

With the document open, click once on the **Print** icon that appears in the Adobe Reader toolbar directly above the document.



### Change Languages

Locate the *language selection drop-down menu* above the document display area. From the drop-down menu, select a language. The translated version of a document, or a list of available translated documents will appear in the document display area.



**Please Note:** Translated documents are only available to registered users in districts subscribing to **translated** NCLB, IDEA and/or GenEd Parent Notifications.

### Select Another Document

1. Click on **CLICK HERE to GO BACK to the 'language' directory of documents** that appears above an open document. Select a new document from the list by clicking once on the *document title*.
2. You may also select another document by clicking on the text links that appear within the folder menu at the left.

### Exit the Website

To exit from the TransACT Compliance & Communication Center, simply click on **Logout** that appears in the upper left corner under the red toolbar.

By exiting the website using the Logout function, you ensure that your Internet session is completely closed. If you leave the Internet browser window open on your computer, and/or navigate to a different website, there is a risk that an unauthorized user may access the TransACT Compliance & Communication Center using your Username and Password.

## FAVORITES

Every user can create Favorites Sets by combining frequently used documents into one easily accessible file. The district's Primary Contact or TransACT Coordinator may also create Favorite Sets for use by all district staff.

### Use the Favorites Wizard



1. Select the **Tools** button.
2. Select the **Favorites Wizard**.
3. On the Welcome screen, read the directions and then select **Click Here to Begin**.
4. **Choose a Document Collection** from which to assemble a Favorites Set.
5. Click once in the box to the left of the documents you wish to add to your Favorites Set. A checkmark will appear. After selecting the documents to add to your Favorites Set, scroll down and select **Continue to Step 3**.
6. For each document, click once in the box(es) next to the language(s) you wish to include in your Favorites Set.

**NOTE:** Users with access to English-only must still select English for each document in order to add it to your Favorites Set. After selecting the desired language(s) for each document, scroll down and select **Continue to Step 4**.

8. Provide a *Title* and *Description* for this Favorites Set.

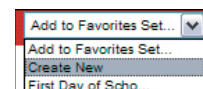
Title:	First Day of School Packet (35 Character max)
Description:	Information for First Day School/Student Registration
Save My Favorites Set	

9. Click once on **Save My Favorites Set**.
10. At **Step 5**, select the link to view your new Favorites Set. The documents and languages selected will be combined into one file for easy access and printing.

### Create a New Favorites Set Add a Document to a Favorites Set

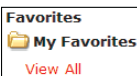
In addition to using the Favorites Wizard, a Favorites Set can be created or added onto while viewing a document.

1. While viewing a document, locate **Add to Favorites Set...** that appears above the document.
2. Select from the drop-down to:
  - a. add to an existing Favorites Set (**Add to Favorites Set**) or
  - b. create a new Favorites Set (**Create New**).
3. If you choose to add to an existing Favorites Set, the document you are viewing will be added to the end of the set, and the complete list of documents included in that set will be displayed.
4. If you choose create a new Favorites Set, you must provide a *Title* and *Description* for the Favorites Set. Indicate **Yes** if you would like the document you are viewing to appear as the first in the set or **"No, create an empty set"** to create a new set to which you may add documents in the future. Then, select **Create Favorites Set**.



### Access your Favorites Sets

1. From the folder menu on the left, click once on **My Favorites**.
2. Click once on **View All** to view a list of available sets.
3. Click once on a **Favorites Set Title** to view a list of the documents that set contains.
4. Click once on **Open this Set** at the bottom of the list to view the Favorites Set as one document.



### Edit your Favorites Sets

1. From the folder menu on the left, click once on **My Favorites**.
2. Click once on **View All** to view a list of available sets.
3. Click once on a **Favorites Set Title** to view a list of the documents that set contains.
4. To the right of each Document Name and Language is a checkbox that appears under **Remove**. Click once in the box for documents you wish to remove from the favorites set.

Document Name	Language	Remove
1.) NCLB-B1 - Home Language Survey	English	<input checked="" type="checkbox"/>

5. Click once on **Remove Selected** to remove the document(s).

### Print your Favorites Set

1. From the folder menu on the left, click once on **My Favorites**.
2. Click once on **View All** to view a list of available sets.
3. Click once on a **Favorites Set Title** to view a list of the documents that set contains.
4. Click once on **Open this Set** at the bottom of the list to view the Favorites Set as one document.
5. Once the file is open, click once on the **Print** icon that appears in the Adobe Reader toolbar directly above the document (see **Print a Document** on reverse).

## SOFTWARE REQUIREMENTS

When you **Login**, your computer will be quickly checked for the software needed to access documents within the system.

If your computer has the necessary software, you will enter the TransACT Compliance & Communication Center without delay.

If your computer needs upgraded software, you will be provided with instructions.

### Operating Systems

- PC - Windows 98, 2000, XP
- Macintosh - OS 9, OS X

### Internet Browsers

- Microsoft® Internet Explorer® - version 5.5 or greater
- Netscape® Navigator - version 7.0 or greater
- Apple® Safari - version 1.2 or greater
- Mozilla® 1.7.2 or Mozilla FireFox - version 0.9 or greater

### Installed Applications

- Adobe® Reader® - most recent version 5.0 or greater

### Other Settings

#### Screen Resolution

800 x 600 or higher, at least 16-bit color.  
We recommend 1024 x 768 for optimal viewing of our website.

#### JavaScript and Cookies

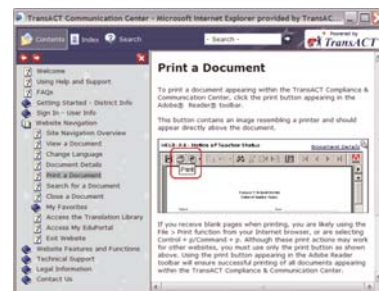
Must be enabled in your Internet Browser.

## HELP AND SUPPORT

### Help & Support System

Locate the **Help** button on the toolbar that appears above the folder path and document viewing area.

The online **Help & Support System** contains an extensive repository of searchable text designed to provide you with the assistance and resources you need, quickly and easily.



### User Guides

The Basic User Guide and System Administrator Guide are helpful resources that contain step-by-step instructions for the tools and functions available within the TransACT Compliance & Communication Center. These user guides cover all of the basics with screenshots and samples, as well as instructions for advanced features.

Locate the user guides on the **Home** page of the Compliance & Communication Center.

### Live Help

If you are unable to find a solution using the online Help & Support System, click on the **Live Help** button at the top of the screen to chat with a TransACT Customer Care Representative.

Live Help is available Monday through Friday from 5:00am to 5:00pm Pacific Time. If a support representative is not available, please leave a message when prompted. We will contact you upon our return.

### Contact TransACT

The team at TransACT hopes that you have a positive experience with our services. If you need any assistance or information, please contact us.

### Customer Care & Implementation Support

*for technical support, website assistance, questions related to documents and translations, assistance with encouraging usage throughout your district, staff training and best practices for implementation*

Phone: (425) 977-2100 Fax: (425) 977-2083  
Email: support@transact.com

### Sales

*for questions related to the district subscription, pricing, invoices and service upgrades*

Phone: (425) 977-2121 Fax: (425) 977-2081  
Email: sales@transact.com

## USERNAME AND PASSWORD

<http://www.transact.com>

My Username: \_\_\_\_\_

My Password: \_\_\_\_\_

For easy access in the future, we encourage you to **bookmark** or save **www.transact.com** within your Internet browser **favorites**.