

Renaissance Place Software Tips for Getting Started



Log In and Out

1. Before you log in the first time, get your username and password, and the web address (URL) for the Renaissance Place Home page from your district or school contact person.
2. Open your web browser.
3. Type the web address for the Renaissance Place Home page and press **Enter**.
4. On the Welcome page, click **Teacher/Administrator**.
5. On the Log In page, type your user name and password and click **Log In** or press **Enter**.

6. If the Change Password screen appears, enter a new password, verify it by typing it again, and click **Save**.
7. Your Home page appears and you can begin using Renaissance Place. The Administrator's Home page is shown here.

8. To log out, click **Log Out** in the upper-right corner of the screen.

Navigate the Home Page

1. Note the yellow navigation bar at the top of the screen. It keeps track of the selections you make, starting from the Home page. We recommend that you click the links in that bar to go back to previous pages rather than using the browser's Back button. Click **Home** to return to the Renaissance Place Home page.
2. Also note the tabs beneath the Renaissance Place menu. You may have to scroll down to see them. Each tab contains the name of a Renaissance program installed on your server. Clicking a tab opens the program. You may also click **Show Details** or **Hide Details** at the end of each tab line to alternately display or hide the task menu for each program.

Change Your Password

1. Log out of Renaissance Place.
2. Log in again using your current password, but click the checkbox labeled Change Password.
3. Click **Log In**.
4. On the Change Password screen, enter a new password, verify it by typing it again, and click **Save**.

Get Help

1. Click **Help** in the upper-right corner of any page to display a sidebar containing more information about that page. The Help shown here appears if you click **Help** on the Teachers/Administrators Log In page.

continued on next page

2. Use the six additional Help options at the top of the sidebar to find more information.

- Click **Contents** or **Index** to find information in a Table of Contents or Index format.
- Click **Search** to enter a word or question to search on.
- Click **Other Help** to switch to another program's help. Each program on the server has its own help and displays the program name at the top of the sidebar to remind you which program you're working in.
- Use **Back** as a back button, and **Close Help** to remove the sidebar from the screen.

3. Search the Renaissance Learning Knowledge Base at support.renlearn.com/techkb for technical support information.

4. Email general questions to answers@renlearn.com.

5. Email technical questions to support@renlearn.com, or use the online form at www.renlearn.com/support/onlinesupport.htm

6. Call 866.846.7323 to talk to a customer service representative, or call your project manager.

Download Manuals, Testing Instructions, Quick Reference Cards, and License Agreements

1. Click **Download Manuals** in the upper-right corner of the page to display a list of downloadable manuals, testing instructions, quick reference cards and license agreements for the programs installed on your server.
2. Click **Download** to create a PDF file of a document. You can view and search the document online, print it, or save it to your hard drive.