

Renaissance Place Software Tips for Getting Started



Log In and Out

1. Before you log in the first time, get your user name 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 Login page, type your user name and password and click **Log In** or press **Enter**.

Return to Welcome Help

Teachers/Administrators
Enter user name and password

User Name

Password

Change Password

Technical support: support@renlearn.com
Corporate web site: www.renlearn.com

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.

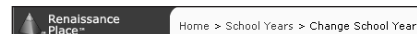
8. To log out, click **Log Out** in the upper right corner of the screen.

Use the Home Page

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 Place 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.

Navigate Using the Software's Links

Use the links in the software, **not** the browser's Back button, to move to a different page in the software. At the top of every page, you'll see links that show which pages you've visited since you last left the Home page.



Change Your Password

1. Log out of Renaissance Place.
2. Log in again using your current password, but click the check box 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**.

Need Help?

- **Online Help.** Click **Help** in the upper right corner of any page to display a sidebar containing more information about that page.
- **Software Manual.** Click **Download Manuals** in the upper right corner of any page to find the *Renaissance Place Software Manual* and other documents.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Email.** *General questions:*
answers@renlearn.com
Technical questions:
support@renlearn.com.
- **Phone.** Call (800) 656-6740 to talk to a Renaissance Place Coordinator.