Getting Started in Your Parent Notices Account
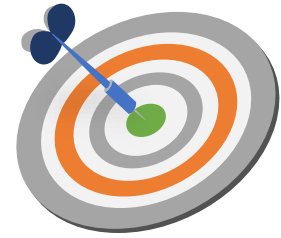
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Record your personal login information here:

USERNAME: _____

PASSWORD: _____

ACCOUNT BASICS

REGISTER FOR ACCESS

1. Visit http://www.transact.com
2. Click on "Log In/Register" at the top of the page
3. Choose "Login" under the Parent Notices logo
4. Click the orange "New User? Register for Access" button
5. 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/Register" at the top of the page
3. Choose "Login" under the Parent Notices logo
4. Enter your district email address (username) and password
5. Click "Sign In"

PASSWORD SUPPORT

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"
2. Locate the necessary category
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 DOCUMENTS

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

ACCESS 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' 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

TransACT Customer Care - Available by phone, email, and chat M-F, 7am-4pm PST
• Phone: 425.977.2100, Option 3 • Email: support@transact.com • Fax: 425.776.3377

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DOCUMENT FEATURES AND FUNCTIONALITY

DOCUMENT DETAILS

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. View and Print
2. Fill-In and Print
3. Provide Feedback
4. Add to Favorites
5. Cover Letter (ESEA/ESSA and IDEA Only)

ADD TO FAVORITES

1. Click on a title to get to the "Document View" screen
2. Click "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"

VIEW AND PRINT

1. Click on the title to get to the "Documents View" screen
2. Find the orange drop down box that says "Select Language"
3. Select the language you need
4. Open the document by clicking on "View and Print"
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 AND PRINT

Save & Print Data across Translations & Forms*
1. Click on a title to get to the "Document View" screen
2. Click "Fill-In and Print" on the right
3. Enter data in the highlighted fields
4. Click on the orange "Select Languages & Save" 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.

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