

Thank you for ordering the Riverside *DataManager*™ Data Plus service! **New assessment score reports for the ACSI Fall 2019 Iowa CogAT administration** are now ready for view.

Step 1: Add Your Web Reporting Key

A web reporting key is a code that grants access to the assessment results of a group of students at a location in your school system. Much like a house key unlocks the front door of a house, a web reporting key "unlocks" a location in *DataManager* and allows a user to view the assessment results of students associated with that location. Once a web reporting key is associated with an individual's *DataManager* account, the assessment results can be viewed every time the user logs into *DataManager*. The key only needs to be entered once.

Your "top-level" web reporting key is listed below:

DISTRICT	REPORTING KEY
Sample CS	SAMPLECHR1\$\$SampI56Feb

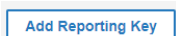
Note: You may want to assign this "top-level" web reporting key immediately to your own account prior to distributing keys to others. To enter your key, follow these steps:

1. Go to *DataManager* at <https://riversidedatamanager.com>

2. Access the **Reports** page by following these steps:

- Click the **Reports option**  in the top menu bar.

- Then select  to select your reporting options

3. To assign a webkey for a *DataManager* user, click Add Reporting Key  in top right corner. Enter webkey as assigned and click Add

Step 2: Grant Web Reporting Access to Your Staff

The administration tools in [Manage Reporting Access](#) within *DataManager* allow you to control how web reporting keys are sent to your staff. Email keys for specific locations to individual users directly from this page. Please enter the user's email address and select E-mail.

Getting Assistance

If you need help, or have questions about *DataManager* web reporting keys, please contact the *DataManager* Support Center which is available 6:00 AM – 8:00 PM (CST) by:

- telephone at 1-877-246-8337
- e-mail at help@riversidedatamanager.com
- fax at 1-630-598-2918

See also "Managing Web Reporting Keys", located in the resources area on the **Landing** page (by your name). Click on **Resources** > **DataManager**™ (in drop down box) > **User's Guides** to access these step-by-step instructions.