

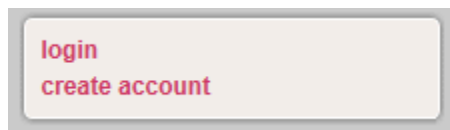
## A QuickGuide to Creating and Using Your Intervention Central Personal Account

The Intervention Central website (<http://www.interventioncentral.org>) now allows users to create free personal accounts where they can save 'documents' created with select online applications.

At present, there are two applications on Intervention Central, the ChartDog GraphMaker and the Behavior Report Card Maker, that allow the users to save unique documents (progress-monitoring graphs and behavior report cards). More applications are under development and will soon be available.

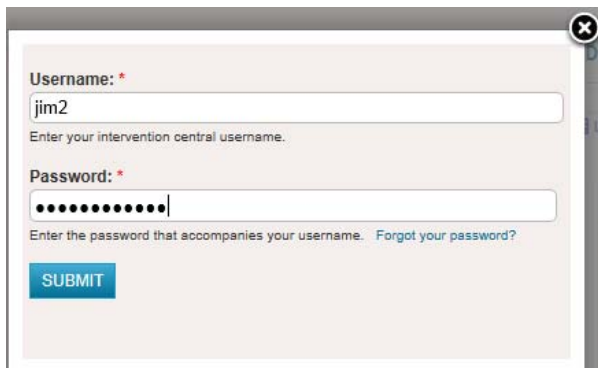
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

1. **Create an Intervention Central Account.** If you have not yet created an account, click on the 'create account' link in the upper right-hand corner of any webpage on the site.



You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account.** If you want to save any data or other student information that you enter into ChartDog GraphMaker or the Behavior Report Card Maker, you must first *have logged in* to your Intervention Central account! So whenever you visit the website, you may want to get into the habit of logging in immediately. To sign in, you simply click on the 'login' link in the upper right-hand corner of any webpage on the site. A login box will appear prompting you for your Username and password:

A screenshot of a login form. The form is titled 'Username: \*' and 'Password: \*'. The 'Username' field contains the text 'jim2'. Below the 'Username' field is the text 'Enter your intervention central username.'. The 'Password' field is filled with black dots. Below the 'Password' field is the text 'Enter the password that accompanies your username. Forgot your password?'. At the bottom of the form is a blue button labeled 'SUBMIT'. The form is enclosed in a light-colored box with a close button (an 'x' in a circle) in the top right corner.

When you are successfully logged in, the links in the upper right-hand corner of web pages on the site change to signal your account information. Your Username is displayed, along with a shaded bar that indicates what percentage of your quota for saved documents you have filled.



NOTE: At present, you are allowed to save up to 20 unique 'documents' (i.e., ChartDog student graphs and/or Behavior Report Cards) to your Intervention Central account.

You can also log out of your account at any time. It is generally a good practice for you to log out of Intervention Central whenever you decide to leave the site.

3. **Opening Saved or New Documents.** If you are logged in and wish to access documents previously saved to your account (e.g., ChartDog student progress-monitoring graphs or Behavior Report Cards), you can view these saved documents in your account by clicking on the link 'my stuff' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

When you click the 'my stuff' link, a box opens that displays in table form all documents that you have saved:

Tool	Title	Date	
Behavior Report Card Maker	Roy's Report Card	11/02/2011	

Tool	Title	Date	
ChartDog Graphmaker	Colin: Letter Identification	10/01/2011	
ChartDog Graphmaker	John: Math Computation Speed	10/06/2011	
ChartDog Graphmaker	Brian Haskins: Rdng Intv	10/07/2011	

- *To Open Saved Documents.* Click on the title of any saved document and that document will automatically load for you to view and update. For example, if the user 'jim2' clicks on the saved ChartDog Graphmaker document 'John: Math Computation Speed' (above), that document will automatically load into ChartDog for the user to update as needed.
  - *To Delete Saved Documents.* If you would like to delete a previously saved document, click on the 'Delete' icon ( ) next to the document. An alert box will open asking you to confirm the delete action.
  - *To Open a New Document.* If you would like to open a new document in the application, click on the name or icon of the application that appears under the 'Create a new tool document' title on the left side of the box listing your saved documents. The selected program will load and you can then enter information, name the document, and save that new document to your account.
4. **Saving a Document to Your Account.** If you are logged in to your account, are using an application that allows you to save documents (e.g., ChartDog GraphMaker, Behavior Report Card Maker), and wish to save a document, simply click on the 'Save Document' button that appears in the application. If you had assigned a name to your document (e.g., by naming your chart in ChartDog), the document will be saved with that name.

Unnamed documents that you save will be assigned generic names (e.g., an unnamed ChartDog chart will be saved as 'My Chart'; a Behavior Report Card will be saved as 'Untitled Document').