

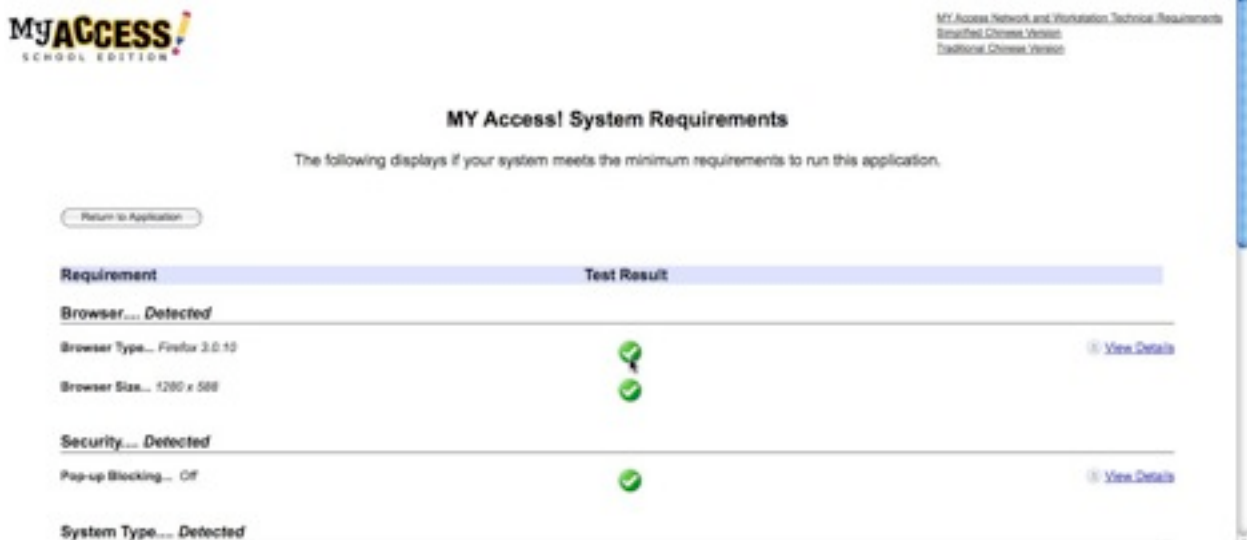
# Logging in to My Access for Parents

My Access! is an online writing assessment tool used at grades 5-10 in the Ann Arbor Public Schools. We have added some prompts aimed at transitioning elementary students that you may use for practice over the summer. Prompts are computer-scored on a 1-6 scale, 6 being the highest. To log on to the program, you first need to obtain your student's username and password from your home building. Once you have your login information, please follow these directions:

1. Using **FIREFOX** or **INTERNET EXPLORER**, go to <http://www.myaccess.com>
2. To make sure your computer has all of the necessary components to run the program, please do a **QUICK CHECK** before logging in.



3. Be sure to have all green checks before moving on. If you have a red "x", you will need to **VIEW DETAILS** to learn how to fix the problem.



4. Click the **BACK BUTTON** to return to the main login screen. Now you need to **LOGIN** in using your student's username and password obtained from your home school.



- Once you have logged in, you will see a Name Screen. This appears each time you login. Just click **“YES, THIS INFORMATION IS CORRECT”** to move on.

### Welcome, Practice!

You have been successfully signed into the system.

At this time, we would like to verify that you have signed in as the correct user. If the information listed below is correct, please continue by clicking on the “Yes” link.

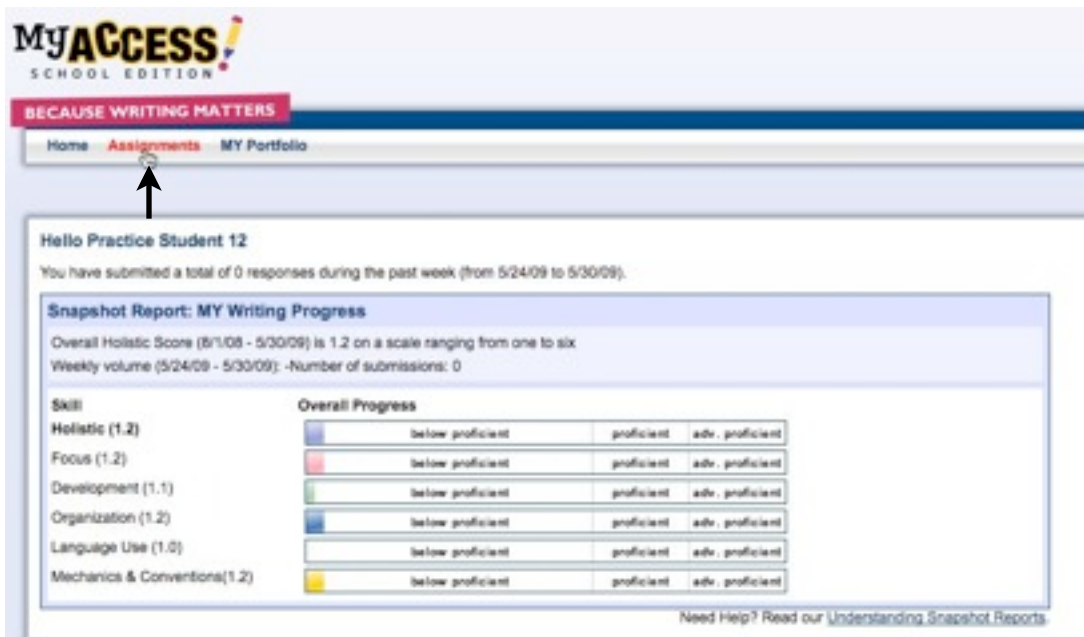
- Your name is **Practice Student 12**.
- You are a **Student at Reader Demo School**.

Choose an option below:

**YES, this information is CORRECT.** I would like to CONTINUE.

**NO, this information is INCORRECT.** I understand that I should SIGN OUT at this time.

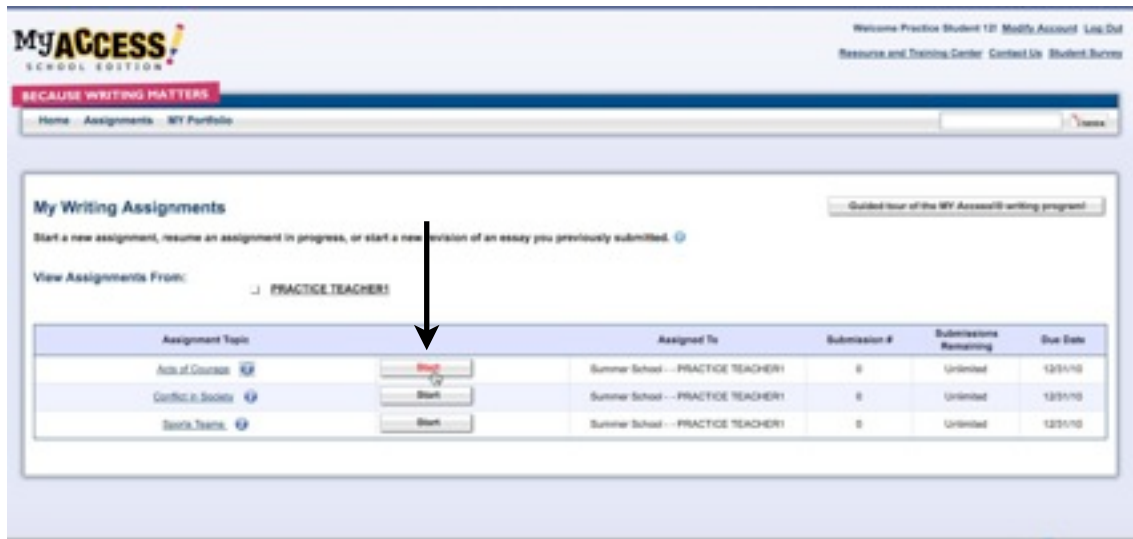
- The Home screen is an area where you can see access Assignments, view past scores in the Portfolio, or see a graph of your progress. To access the summer prompts, please **CLICK ASSIGNMENTS**.



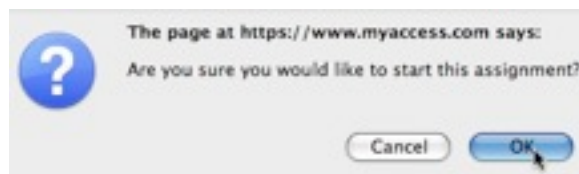
- Once you reach the Assignments page, you can read more about the prompts before deciding which one to begin. To do so, click the “i” button next to the prompt title. A new window will open with prompt details. Once finished, close the window.



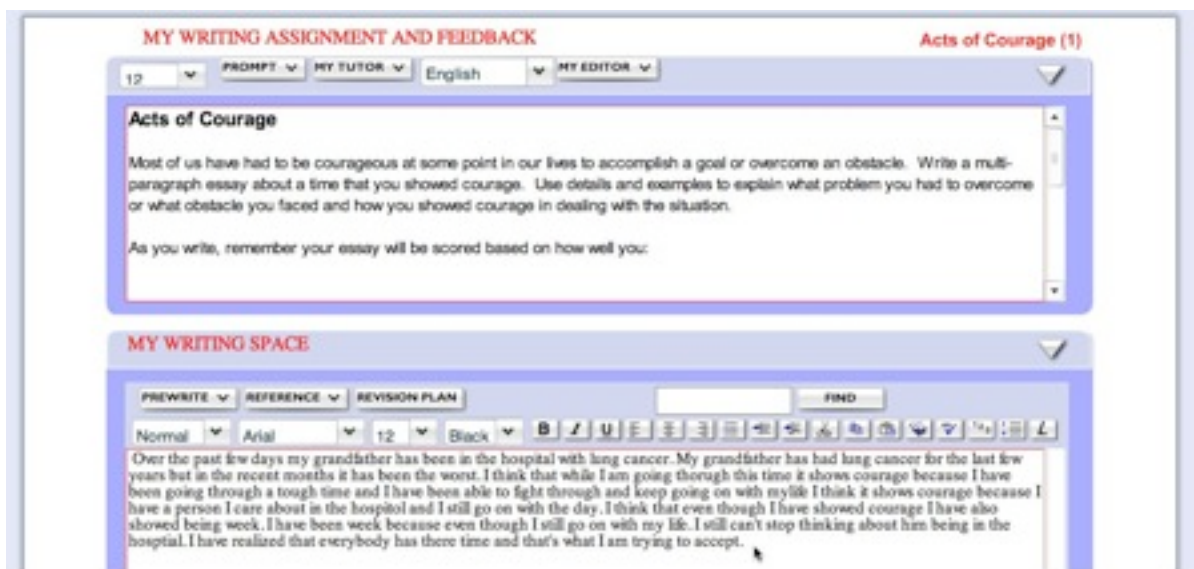
8. To begin writing, click the **START** button next to the prompt of your choice.



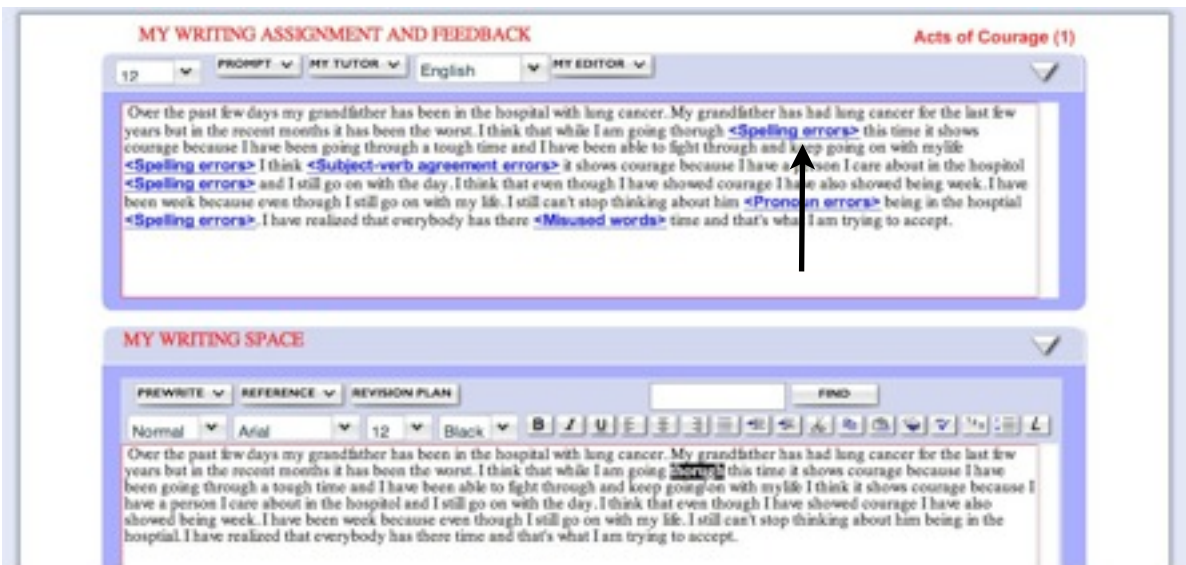
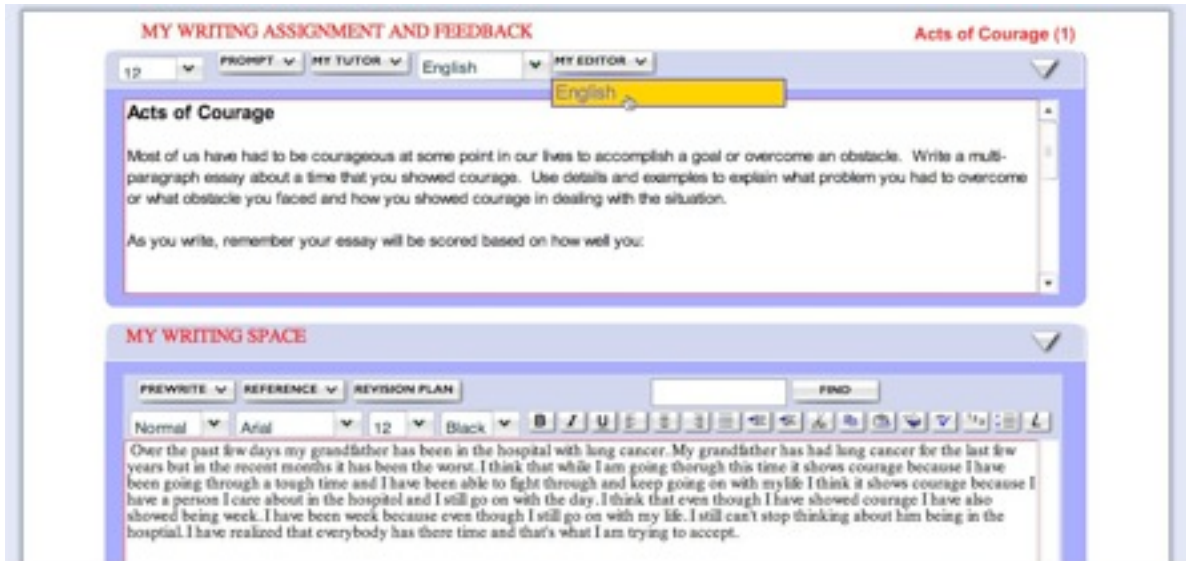
9. When the dialog box appears, click **OK**.



10. Now you have entered the prompt writing area. The **PROMPT DESCRIPTION** will be at the **TOP** of your screen and the **PROMPT WRITING AREA** will be at the **BOTTOM**. Read the prompt and do some writing to the piece.



11. To check for errors, click on the **MY EDITOR** button at the top and pick your language of choice.



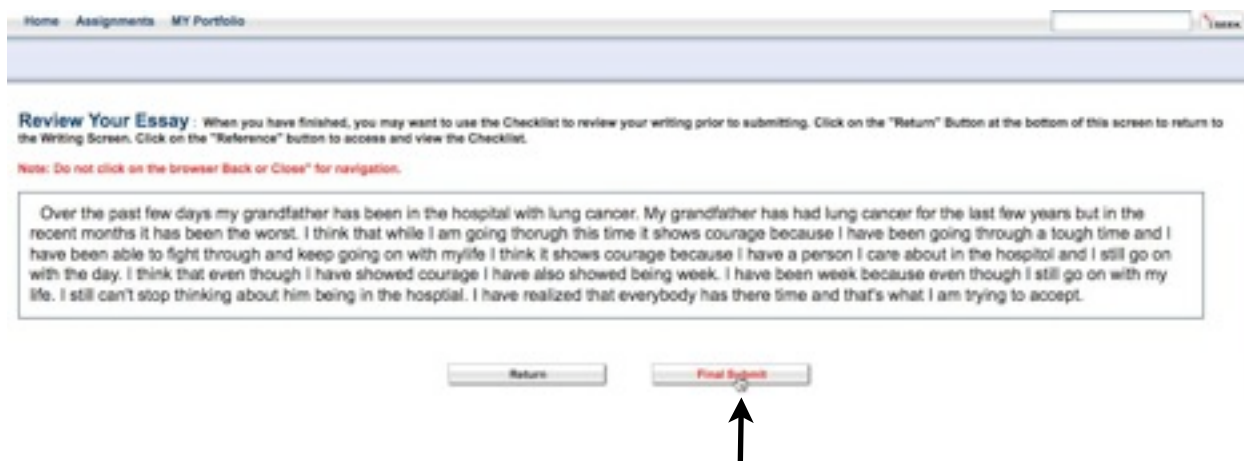
12. To read more about the error, click on the **BLUE LINK** to open a pop-up window.



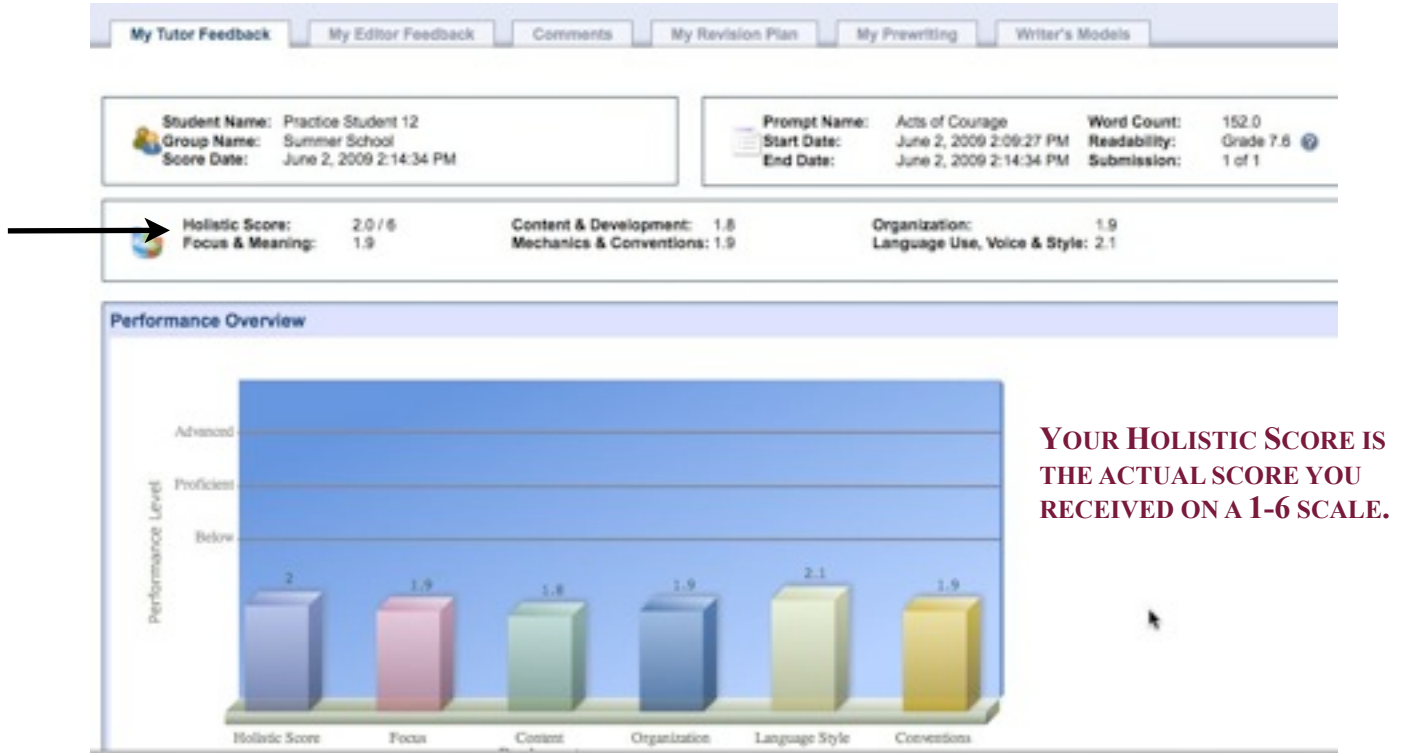
- To make changes to your essay, **FIND THE ERROR** in your writing in the My Writing Space below the My Editor field and **CORRECT**.
- Once you are satisfied, submit your writing for a score by clicking the **SUBMIT WRITING** button.



- You will be taken to a final screen for review. Click **FINAL SUBMIT** to see your score on a 1-6 scale.



16. Your **FEEDBACK** looks similar to the chart below.



17. To **REVISE** your response, click on the **ASSIGNMENTS** button at the top.

18. Click **START REVISION** to begin writing once again.

