

GET STARTED TODAY - QUICK TIPS

LOG IN TO YOUR ACCOUNT

1. Visit <http://www.transact.com>.
2. Click **Log In** at the top of the page
3. Enter your Username and Password
Username: Your full district email address
Password: Designated during registration for personal access
4. Click **Go!**

FIRST TIME USER? REGISTER FOR ACCESS

1. Go to <http://www.transact.com>.
2. Click **Log In** at the top of the page
3. Click **New User? Register for Access!**
3. Select your **State, County and School District**
4. Enter district email and click **Next**
5. Enter your user information and click **Next**. You will receive an automated email with your password.

CHANGE LANGUAGES ON A DOCUMENT

1. Open the document you want
2. Find the orange drop down menu on the upper right that says "English"
3. Hover over the menu and select the language you need
4. Click **Open PDF** in the toolbar on the right side of the page

FILL-IN & SAVE A DOCUMENT

1. Open the document you want
2. Click on the **Fill-in and Save** button in the toolbar on the right side of the page
3. Fill in the text in the highlighted fields
4. Click **Select Languages and Save** at the top of the page
5. Check the box next to the languages you wish to save
6. Open the document in Adobe Reader or Preview
7. Go to File>Print or File>Save As

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