

Chapter 1: License Activation and Overview

In this chapter of the Attendance Manager Cloud tutorial, we will show the process of activating your account and orienting yourself to the application.

After your purchase of an Attendance Manager Cloud license, you will receive an activation email as is shown here [show email image and text]. If you do not receive this email, please check your spam filter. Clicking on the link in that email will bring you to a page to create a password for yourself. Once that is created you can login into your Attendance Manager Cloud account with your email address as your username.

Once in the Attendance Manager Cloud app, a review of the tab bar is a good way to orient yourself to various areas of the program. Each of these will be discussed in subsequent chapters.

- The Student tab is where you can add and edit students into a master list, no matter what class in which they may be enrolled.
- Classes is where you create your classes and enroll students into them.
- In the Attendance tab, you can view and edit student attendance in a variety of ways, for example for an entire class or for a single student.
- Reports is where you can define how your attendance data is reported, on paper or exported, and includes a variety of state required reports by different states.
- The Config menu is where many first-time setup parameters are defined, and the Utilities tab, or Utils for short, is where some more advanced features are housed such as importing and exporting of data.
- And lastly is our FAQ page for frequently asked questions, and answers.

Please refer to additional chapters of training on our website.