



Account Information for: «Name»

User Name: «Username»

Password: «building name»

E-Mail Address: «EMail»

To start using our services all you have to do is use your web browser to go to the following URL:

<http://www.k12usa.com/trakker2/>

When you get there we suggest that you bookmark the page if you are using Netscape or add it to your favorites if you are using Internet Explorer, That way you will not have to type in the location every time you use our services.

To begin using the program, login as follows:

- Select your state. **OH**
- Select your school district: **Forest Hills School District**
- Type in your username:
- Type in your password:
- Click on the Logon button.

Here are some tips to help you use **TroubleTrakkerPRO**:

- To report a problem go to Report a Problem, select a problem type, complete the required fields then click on Process Request.

To view the online users guide go to

<http://www.k12usa.com/promo/default.asp?id=13>

If you have any problems or questions, please call **K12usa.com** at **877-228-0100** or send an e-mail to **info@k12usa.com** for help.