Desired Results Access Project REPORTS

DRAccessReports.org
User's Manual

Contents

> **This is a partial version of the User's Manual. For the complete Manual, create an account at DRAccessReports.org**

Introduction

The Desired Results Access Project Reports online system (DRAccessReports.org) is a secure online database in which assessors can enter, review and generate reports from assessment data from the DRDP (2015) Information Pages and Rating Records. This resource is provided by the Desired Results Access Project to support Special Education teachers and providers who use or have used the DRDP instrument to assess children.

Who can/should use DRAccessReports?

DRAccessReports.org is open to all users of the DRDP (2015) assessment tool, including:

- Special Education providers who assess children on the DRDP (2015) instrument
- SELPA Administrators and District Administrators

What are the benefits of using DRAccessReports?

- 24-hour access to your DRDP (2015) assessment data from any internet connected device.
- Information Page and Rating Record data is validated against CDE specified reporting requirements.
- Export feature packages data for reporting to DRAccessData.

What do I do if I have any trouble accessing the system?

For assistance, contact the Desired Results Access Project:

- Phone: (800) 673-9220 ext. 4
- Email: reports@draccess.org

Create an Account

This section will help you create a new account in DRAccessReports.org.

1) Go to DRAccessReports.org and select "Create an account."

2) Complete the registration form. The email address that you provide will become your DRAccessReports login name.

For security reasons, your password:

➜ Must be at least 8 characters

➜ Must contain characters from 3 of the 4 categories:
- Uppercase letters (A to Z)
- Lowercase letters (a to z)
- Numbers (0 to 9)
- Special characters (e.g., #, %, &)

➜ Must not be the same as your email/ username

Provide your SELPA and District information in order to auto-populate these fields on each child assessment.

3) Once you complete the registration form, you will receive an email verifying your account. You must verify your account before you will be able to access the DRAccessReports system via the email verification link.

4) After verifying your account, you may log into your account at any time by going to DRAccessReports.org and providing your registered email address and password.

Be sure to logoff when you have finished your session to ensure that your data is secure.