

QUICK TIP:

EMAILING DISTRICT ADMINISTRATOR REPORTS

Access the Administrator Reports Email Window

To access the Administrator Reports email window, do the following:

1. Login to Customer Connect at www.ScientificLearning.com/gateway/support. Click the **Fast ForWord Progress Tracker** link.
2. Login to Fast ForWord Progress Tracker and select your Organization. You may need to Add Your Organization if this is the first time you have logged in.
3. From the **Fast ForWord Progress Tracker** navigation bar, click **Email**.
4. At the **Email** window, click the **District Administrator Reports** tab.

Address and Send the Email

To address the email, do the following:

1. Type the name and email address in the appropriate fields.
2. At the Send Email field, click the pull-down menu to select how often you would like to send the report.
3. At the Include Text field, enter any text that you would like to appear in the body of the email.
4. At the Fast ForWord field, click the pull-down menu to select the Fast ForWord product.
5. At Include the Following Reports field, click the check box next to the District Administrator reports that you would like to send.
6. After entering all the information to set up the email, click the Send button.

Contact Instructional Support for Assistance

Call: (888)358-0212
Email: support@scilearn.com