

Web Reporting Keys: Account Holder Tasks

Getting Started

- Log in to <u>http://www.riversidedatamanager.com</u>
- Select **Admin** from the upper right corner of the banner
- Click Manage Reporting Access



To email Reporting Keys to individual users:

- In the E-Mail Address box corresponding to a reporting level, type e-mail addresses (Note: enter up to five users to whom you want to grant report access; separate each email address with a comma or semicolon).
- o Click E-mail

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Manage Locations Manage Staff Users	BR Iowa fall	2	Datamat	agerit	cporting Au	DataManager Repor	ting Adm
Manage Rosters	BUILDING		CLASS	Grade	Reporting Key	E-Mail Address	
Manage Students	Riverside Elementa	iry	Garcia Gr 3	3	RIVERSIDEES9 GR3GARCIA46	admin@riversidecity.org egarcia@riversidecity.org	
	An e-mail has been s	ent to each	user that you sp	ecified		Pa	ide 1 of

• Repeat this step to send the same reporting key to more than five users.

To create a spreadsheet containing reporting keys:

 Copy and paste the reporting keys from the DataManager Reporting Administration page into the spreadsheet

Repeat steps for all test events

