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**This is a partial version of the User's Manual. For the complete Manual, create an account at [DRAccessReports.org](http://DRAccessReports.org)**

## Introduction

The Desired Results Access Project Reports online system ([DRAccessReports.org](http://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](http://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
- Email: [reports@draccess.org](mailto:reports@draccess.org)

## Create an Account

This section will help you create a new account in [DRAccessReports.org](http://DRAccessReports.org).

- 1) Go to [DRAccessReports.org](http://DRAccessReports.org) and select "Create an account."



**Welcome to DR Access Reports!**

Here you can generate status and progress reports of DRDP assessment results at any time for infants and toddlers with IFSPs and children ages 3-5 with IEPs. These at-a-glance reports support educational planning, individualizing intervention and instruction, and sharing results with families. DRDP rating records are transferred nightly from SEIS or SIRAS. Find guidance in the [DRAccessReports.org](http://DRAccessReports.org) User's Manual to learn more.

**DRAccessReports Login**

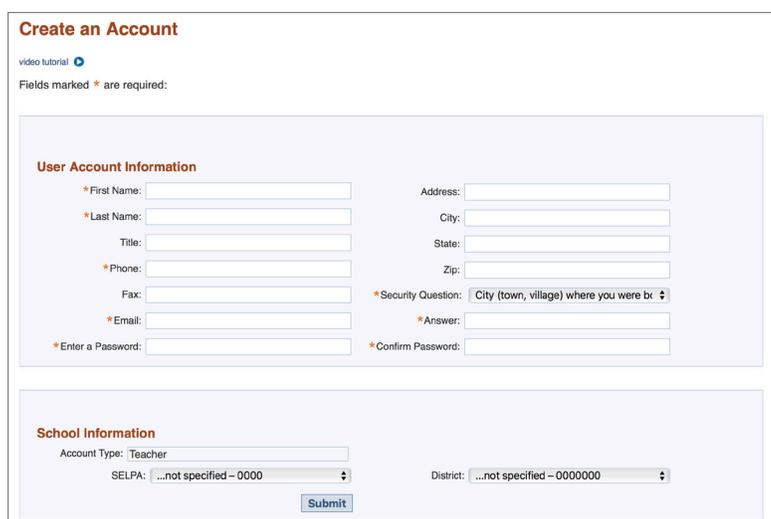
New user? [Create an account](#) | [video tutorial](#) | [detailed instructions](#) (or text version)

- 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.



**Create an Account**

video tutorial

Fields marked \* are required:

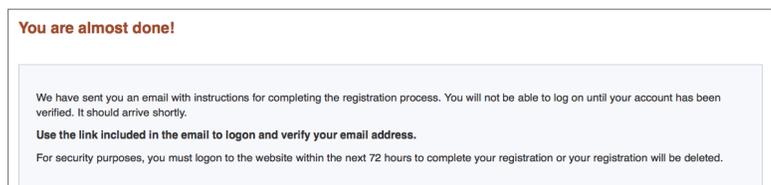
**User Account Information**

\* First Name:  Address:   
\* Last Name:  City:   
Title:  State:   
\* Phone:  Zip:   
Fax:  \* Security Question: City (town, village) where you were br:   
\* Email:  \* Answer:   
\* Enter a Password:  \* Confirm Password:

**School Information**

Account Type:  Teacher  
SELPA:  ...not specified - 0000 District:  ...not specified - 0000000

- 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.



**You are almost done!**

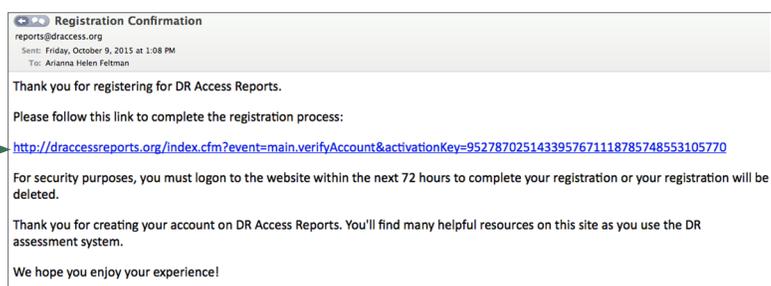
We have sent you an email with instructions for completing the registration process. You will not be able to log on until your account has been verified. It should arrive shortly.

**Use the link included in the email to logon and verify your email address.**

For security purposes, you must logon to the website within the next 72 hours to complete your registration or your registration will be deleted.

- 4) After verifying your account, you may log into your account at any time by going to [DRAccessReports.org](http://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.



**Registration Confirmation**

reports@draccess.org  
Sent: Friday, October 9, 2015 at 1:08 PM  
To: Arianna Helen Feltman

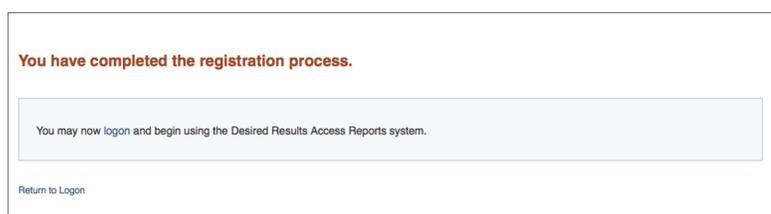
Thank you for registering for DR Access Reports.

Please follow this link to complete the registration process:  
<http://draccessreports.org/index.cfm?event=main.verifyAccount&activationKey=9527870251433957671118785748553105770>

For security purposes, you must logon to the website within the next 72 hours to complete your registration or your registration will be deleted.

Thank you for creating your account on DR Access Reports. You'll find many helpful resources on this site as you use the DR assessment system.

We hope you enjoy your experience!



**You have completed the registration process.**

You may now logon and begin using the Desired Results Access Reports system.

[Return to Logon](#)