

Kurzweil 3000-*firefly*

User and License Management

Setting Up *firefly*

Kurzweil 3000 Web License and *firefly* customers: Refer to the *Web License Guide* for instructions on installing server and client software; then follow the steps below.

***firefly* only customers: Follow the steps below.**

- Obtain the login information from your designated site administrator.
- Go to www.fireflybykurzweil.com and log in.
- View the “How To” videos on the **Help** page.

Working with User Accounts and License Allocation

After your organization purchases a number of Web Licenses, Cambium Learning Customer Service sets up the initial user (typically, this is a coordinator who could be teacher, school administrator or IT specialist). He/she is given a username and password for login. We call this person the Top Level Coordinator (TLC).

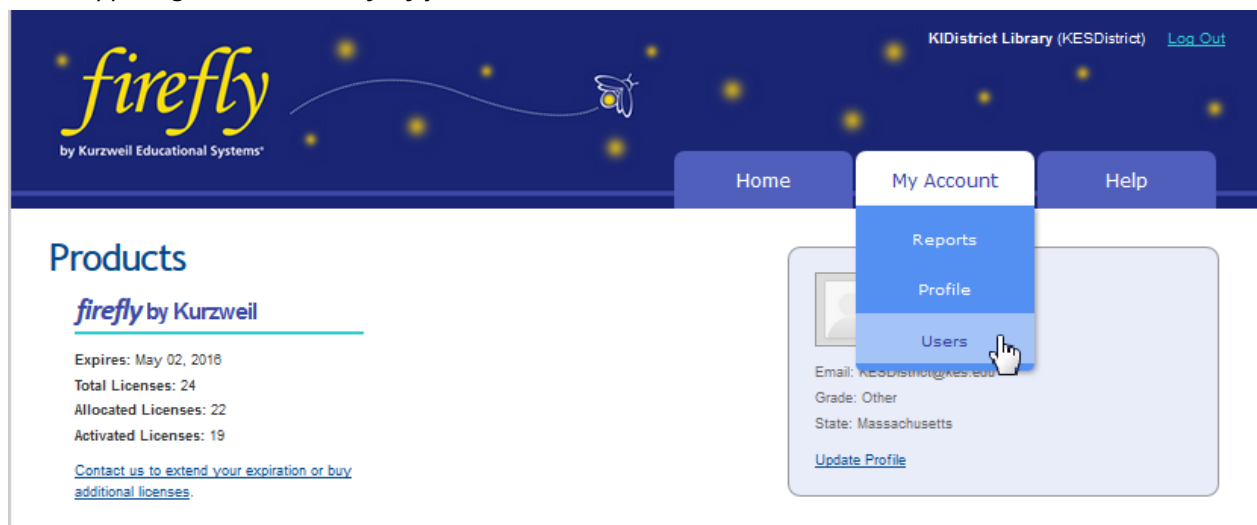
The TLC can then set up the site users, providing them with their system-generated usernames and passwords, and allocating licenses.

Once that is done, users can log in, set up, manage and distribute licenses to sub-users under their accounts.

Sub-users are typically teachers who set up their own sub-users, typically students.

Accessing the User Management System

Login to **firefly**. Along the top, right area there are three tabs: **Home**, **My Account**, and **Help**. **Log Out** is in the upper right corner of the **firefly** window.



After logging in, hover the cursor over the **My Account** tab and select **Users** from the drop-down menu.

Note: Your **firefly** account is also accessible from Kurzweil 3000 Web License Editions for Windows and Macintosh: on Windows by choosing **My Account** from the **File** menu, and on Macintosh by choosing **My Account** from the **Kurzweil 3000** menu.

Registering Users

There are three ways to register sub-users under your account:

- You can register each user yourself
- If you purchased a site or district license, we offer a free user import and rostering service. It is recommended that we create your user accounts through this import process, instead of manually creating user accounts, a process that will be explained in this document. To take advantage of the free import and rostering service, please email fireflyroster@cambiumtech.com
- Or set up self-registration to allow users to self-register

To register a user

1. Hover the cursor over the **My Account** tab and select **Users** from the drop-down menu. The *Users* page opens.

The screenshot shows the KESDistrict Users page. At the top, there's a navigation bar with 'Home', 'My Account', and 'Help' tabs. Below this, the 'KESDistrict' header is visible. The main content area has a 'Manage User Information' section with a form to add new users. The form includes fields for First Name, Last Name, Password (Optional), Email, School/Org, School/Org Other, and a Student checkbox. There's also a dropdown for 'Add Multiple Users' set to 1. Below the form is a table titled 'Allocated Users' showing a list of users with their details and license counts.

Username	Password	First Name	Last Name	Email	School/Org	Student	7	6	5
ceses	*****	CESaganES	Library	CESagan@kes.edu	Carl E. Sagan Element	<input type="checkbox"/>	7	6	5
gwcms	*****	GWCarverMS	Library	GWCarver@kes.edu	George Washington Ci	<input type="checkbox"/>	7	6	5
jfkhs	*****	JFKennedyHS	Library	JFKennedy@kes.edu	John F. Kennedy High:	<input type="checkbox"/>	7	6	5
KESDistrict	*****	KIDistrict	Library	KESDistrict@kes.edu	KES School District	<input type="checkbox"/>	24	19	0

2. If you are going to add more than one user, use the drop-down menu in the *Manage User Information* section to select the number of users to add.

This is a close-up of the 'Manage User Information' form. The 'Add Multiple Users' dropdown menu is highlighted with a red circle, showing the value '1'. Below the form, there's a table with user information for 'Jerry Jones' with email 'jones@fakemail.com' and school 'School of hard knocks'. The 'Student' checkbox is checked.

First Name	Last Name	Password (Optional)	Email	School/Org	School/Org Other	Student
Jerry	Jones	pw12345	jones@fakemail.com	School of hard knocks		<input checked="" type="checkbox"/>

3. Add the user information: *First Name*, *Last Name*, *Password*, *Email*, *School/Org*, and if the user is a student check the *Student* box. **Note:** if passwords are needed, the password must be at least 5 characters with no apostrophes. All other fields are required. If the user has a valid email address the login information is automatically emailed to the user. If the user does not have an email address, enter the TLC's email address as a placeholder. You will then need to provide the user the login information.

- Click **Add New**. If you filled everything in correctly, the system will create a username and you will get a message letting you know that you were successful.

Success!
 User add complete.

- The user information then appears in the **Allocated Users** list, along with the system-generated username and password. If a valid email address has been entered, an email with login information will automatically be sent. Otherwise, provide the login information to your users.

Note that for the user added in this example, the system generated the user name *jones183*

Allocated Users									
Total Licenses: 5		Allocated Licenses: 4		Activated Licenses: 4		Remaining Licenses: 1			
Select Action		Perform Action Show Password							
<input type="checkbox"/>	Username	Password	First Name	Last Name	Email	School/Org	Student		
<input type="checkbox"/>	ffein	*****	Francine	Fein	ffein@cambiumtech.com	Test School	<input type="checkbox"/>	5	4
<input type="checkbox"/>	jjohnson242	*****	Joe	Johnson	jjohnson@fakemail.com	Test School	<input checked="" type="checkbox"/>	1	1
<input type="checkbox"/>	jjones183	*****	Jerry	Jones	jones@fakemail.com	School of hard knocks	<input checked="" type="checkbox"/>	1	1
<input type="checkbox"/>	ssmith225	*****	Sally	Smith	ffein2@gmail.com	Cambium School	<input checked="" type="checkbox"/>	1	1

Note that these usernames and passwords can also be used to login to the Kurzweil 3000 Web License Product and the free **firefly** iPad application that can be downloaded from <http://www.kurzweiled.com/kurzweil-3000-firefly-ipad-app.html>.

To set up for user self-registration

If you have the proper permissions, you may set up self-registration for your sub-users.

- Hover the cursor over the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
- Click the **User Self-Registration** link at the top of the form. This opens the *User Self-Registration* form.

- Fill in the number of licenses for registration and click **Update**.

4. Copy the link and distribute to the sub-user(s).

To self-register

1. Paste the link you received from your Coordinator into your web browser to open the *User Sign-up* page.

firefly
by Kurzweil Educational Systems®

KIDistrict Library (KESDistrict) [Log Out](#)

Home My Account Help

User Sign-up

User Self-Registration

First Name Last Name Email School/Org School/Org Other

-- Select a School --
-- Select a School --
Carl E. Sagan Elementary School
George Washington Carver Middle School
John F. Kennedy High School
John F. Kennedy High School
KES School District
-- School not in this list --

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2. Enter your user information into the form and click **Add New**.
3. You will receive an email with your username and password. You can edit this information on your **My Account Profile** page (or the **My Account** User page if you are a Coordinator).

Viewing and Managing Licenses

To view license information

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.

The screenshot shows the 'firefly' user management interface. At the top, there's a navigation bar with 'Home', 'My Account', and 'Help' tabs. Below this, the 'KESDistrict' header is visible. The main section is titled 'Manage User Information' and includes a form to 'Add Multiple Users' with fields for First Name, Last Name, Password (Optional), Email, School/Org, and School/Org Other. Below the form, the 'Allocated Users' section displays license statistics: Total Licenses: 24, Allocated Licenses: 22, Activated Licenses: 19, and Remaining Licenses: 2. A table below these statistics lists users with columns for Username, Password, First Name, Last Name, Email, School/Org, Student, and license counts for Teachers and Students.

Username	Password	First Name	Last Name	Email	School/Org	Student	Teachers	Students
ceses	*****	CESaganES	Library	CESagan@kes.edu	Carl E. Sagan Element	<input type="checkbox"/>	7	6
gwcmis	*****	GWCarverMS	Library	GWCarver@kes.edu	George Washington Ci	<input type="checkbox"/>	7	6
jfkhs	*****	JFKennedyHS	Library	JFKennedy@kes.edu	John F. Kennedy High:	<input type="checkbox"/>	7	6
KESDistrict	*****	KIDistrict	Library	KESDistrict@kes.edu	KES School District	<input type="checkbox"/>	24	19

2. In the **Allocated Users** area, you can find:
 - **Total Licenses:** the total number of licenses for your site.
 - **Allocated Licenses:** the number of licenses distributed among users.
 - **Activated Licenses:** the number of licenses in use.
 - **Remaining Licenses:** the number of licenses remaining; that is the Total Licenses minus the Allocated Licenses.
3. In the list of users, you can find each user's limit of licenses allotted, and how many of those licenses are actively being used by teachers and students.

This close-up view of the 'Allocated Users' section highlights the license counts for each user. Arrows point from the 'Licenses Allotted' label to the 'Student' column, from 'Active Teachers' to the 'Teachers' column, and from 'Active Students' to the 'Students' column. The table data is as follows:

Username	Password	First Name	Last Name	Email	School/Org	Student	Teachers	Students
ceses	*****	CESaganES	Library	CESagan@kes.edu	Carl E. Sagan Element	<input type="checkbox"/>	7	6
gwcmis	*****	GWCarverMS	Library	GWCarver@kes.edu	George Washington Ci	<input type="checkbox"/>	7	6
jfkhs	*****	JFKennedyHS	Library	JFKennedy@kes.edu	John F. Kennedy High:	<input type="checkbox"/>	7	6
KESDistrict	*****	KIDistrict	Library	KESDistrict@kes.edu	KES School District	<input type="checkbox"/>	24	19

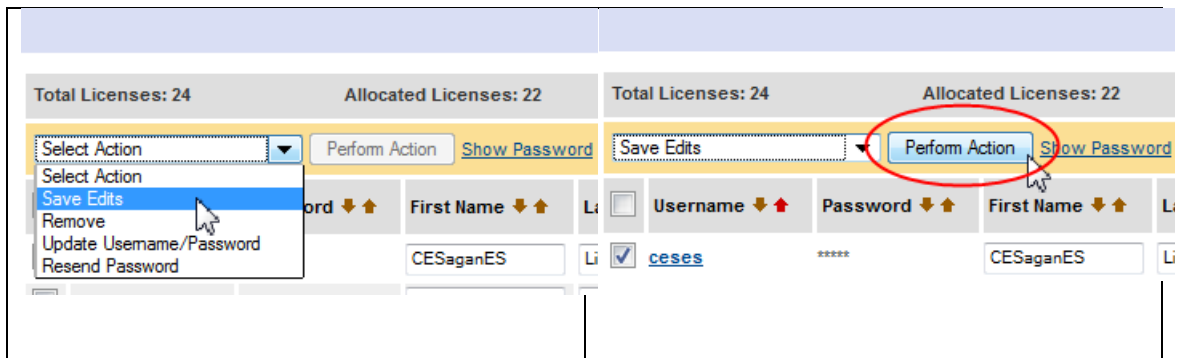
To change license limit for an individual user

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
2. In the Allocated Users list, in the main Users page, locate the user(s) to be updated. Note that lists can be sorted alphabetically in ascending or descending order by selecting the down or up arrows at the top of each column.
3. Select the checkbox to the left of the desired name(s). Enter the number desired.

Allocated Users

Total Licenses: 24		Allocated Licenses: 22		Activated Licenses: 19		Remaining Licenses: 2				
Select Action		Perform Action		Show Password						
<input type="checkbox"/>	Username	Password	First Name	Last Name	Email	School/Org	Student			
<input checked="" type="checkbox"/>	ceses	*****	CESaganES	Library	CESagan@kes.edu	Carl E. Sagan Elementa	<input type="checkbox"/>	8	6	5
<input type="checkbox"/>	gwcms	*****	GWCarverMS	Library	GWCarver@kes.edu	George Washington Car	<input type="checkbox"/>	7	6	5
<input type="checkbox"/>	ifkhs	*****	JFKennedyHS	Library	JFKennedy@kes.edu	John F. Kennedy High S	<input type="checkbox"/>	7	6	5
	KESDistrict	*****	KIDistrict	Library	KESDistrict@kes.edu	KES School District	<input type="checkbox"/>	24	19	0
Displaying 1-4 of 4 Display 25 Users										

4. From the **Select Action** list, choose **Save Edits**, and then select the **Perform Action** button



Managing Users

To update user First/Last Name, Email, School/Org, or student indicator information

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.

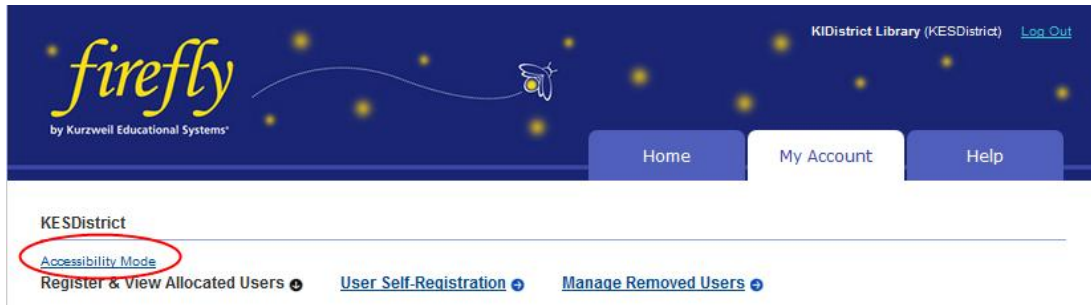
The screenshot shows the 'firefly' user management interface. At the top, there's a navigation bar with 'Home', 'My Account', and 'Help' tabs. Below this, the 'Manage User Information' section contains a form to add multiple users with fields for First Name, Last Name, Password (Optional), Email, School/Org, School/Org Other, and Student. Below the form is the 'Allocated Users' section, which displays a table of users with columns for Username, Password, First Name, Last Name, Email, School/Org, Student, and a 'Select Action' column. The table shows four users: ceses, gwcmis, jfkhs, and KESDistrict. At the bottom, there's a 'Display 50 Users' dropdown.

Username	Password	First Name	Last Name	Email	School/Org	Student	Select Action
ceses	*****	CESaganES	Library	CESagan@kes.edu	Carl E. Sagan Elementary	<input type="checkbox"/>	7 6 5
gwcmis	*****	GWCarverMS	Library	GWCarver@kes.edu	George Washington Carver	<input type="checkbox"/>	7 6 5
jfkhs	*****	JFKennedyHS	Library	JFKennedy@kes.edu	John F. Kennedy High Sch	<input type="checkbox"/>	7 6 5
KESDistrict	*****	KIDistrict	Library	KESDistrict@kes.edu	KES School District	<input type="checkbox"/>	24 19 0

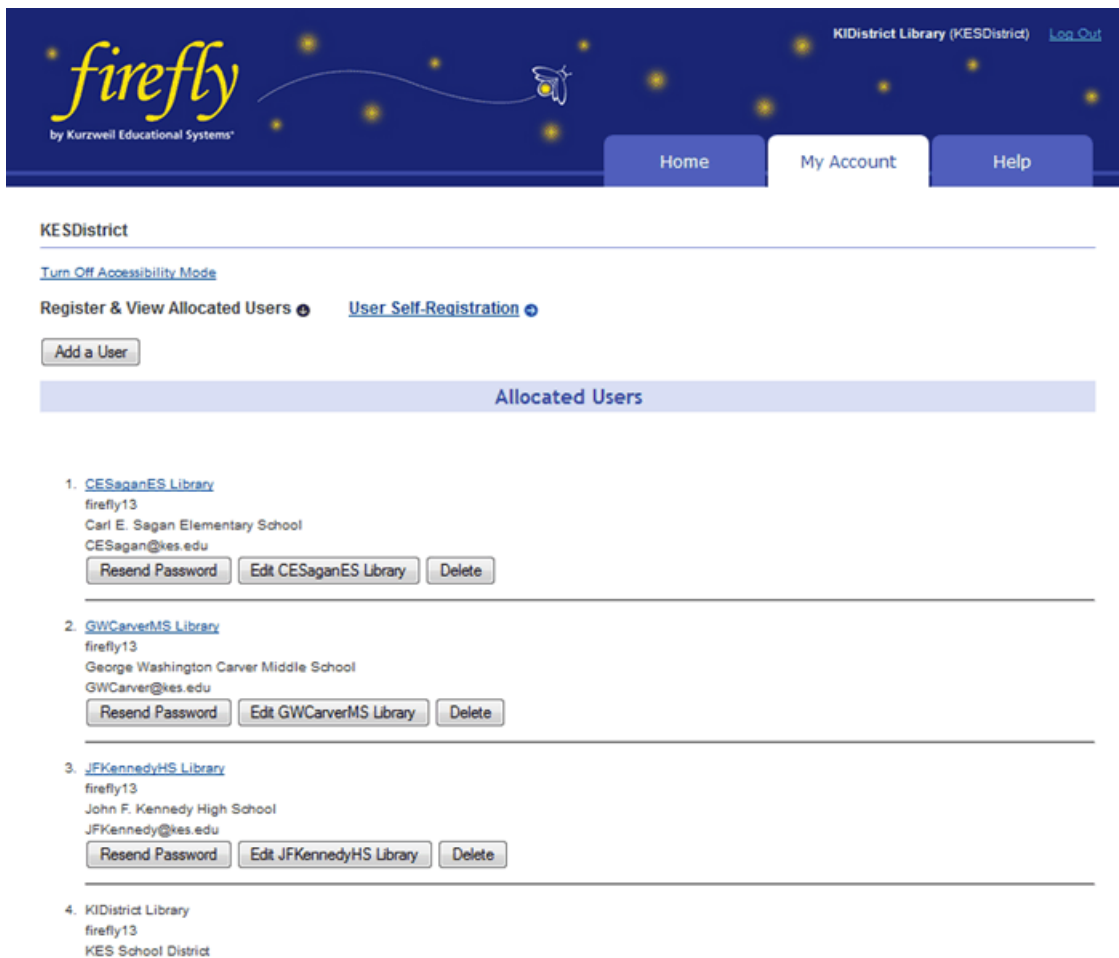
2. In the **Allocated Users** list, in the main **Users** page, locate the user(s) to be updated. Note that lists can be sorted alphabetically in ascending or descending order by selecting the down or up arrows at the top of each column.
3. Select the checkbox to the left of the desired name(s). Enter the revised name, email, school/org, or student indicator information.
4. From the **Select Action** list, choose **Save Edits**, and then select the **Perform Action** button.

Accessibility Mode

Note: Click the **Accessibility Mode** at the top of the page to display the Allocated Users information in a list format for easier editing.



The Allocated Users section opens in a list format with buttons indicating edit choices.



To delete or remove a user

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
2. In the **Allocated Users** list, in the main **Users** page, from the **Select Action** list, choose **Remove**. Select the checkbox to the left of the desired name to be removed, and then select the **Perform Action** button.

You can use the **Manage Removed Users** page to view and manage deleted users' information.

To restore deleted or removed users

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
2. Click **Manage Removed Users**.
3. From the **Manage Removed Users** page, you can **Restore** a user from the list by selecting the checkbox to the left of the desired name and then selecting the **Restore Selected Users** button.

To change user name or password

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
2. In the **Allocated Users** list, in the main **Users** page, from the **Select Action** list, choose **Update Username/Password**. Select the checkbox to the left of the desired name to be updated, and then select the **Perform Action** button.
3. In the **Update Usernames and Passwords** dialog that opens, make the desired changes.
4. Then click **Save**.

To resend a password

1. Click the **My Account** tab and choose **Users** from the drop-down menu. The *Users* page opens.
2. In the **Allocated Users** list, in the main **Users** page, from the **Select Action** list, choose **Resend Password**. Select the checkbox to the left of the desired name to be updated, and then select the **Perform Action** button.