

Kurzweil 3000+*firefly*

Managing My Account

Revised: July 14, 2017

Log In

There are a number of ways to log in and access your *K3000+firefly* My Account page:

- In a browser, go to <https://www.kurzweil3000.com> and log in.
- From Kurzweil 3000 for Windows, choose **My Account** from the **File** menu and log in.
- From Kurzweil 3000 for Macintosh, choose **My Account** from the **Kurzweil 3000** menu and log in.

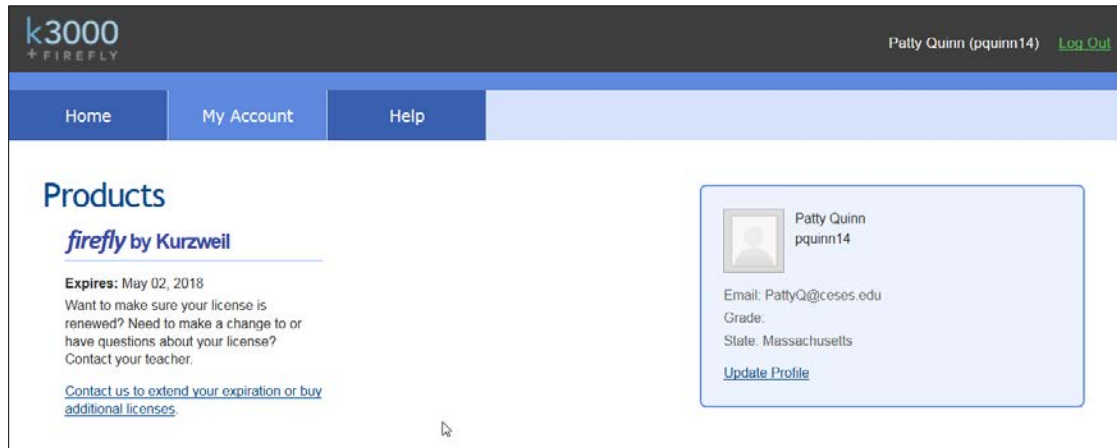
Forgot Your Password?

1. Click **Forgot Password** from the login page.
2. In the **Forgot Password?** Page, enter the email address associated with your account, then click **Submit**.
3. You will receive an email with a link for resetting your password.
4. Click the link and follow the instructions for resetting your password.

For Students

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see two choices in addition to **My Account: Profile** and **My Teams**.

- Click **My Account** to display your account information, including license expiration date and contact information for questions you may have.



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Patty Quinn (pquinn14) [Log Out](#)

Home My Account Help

Products

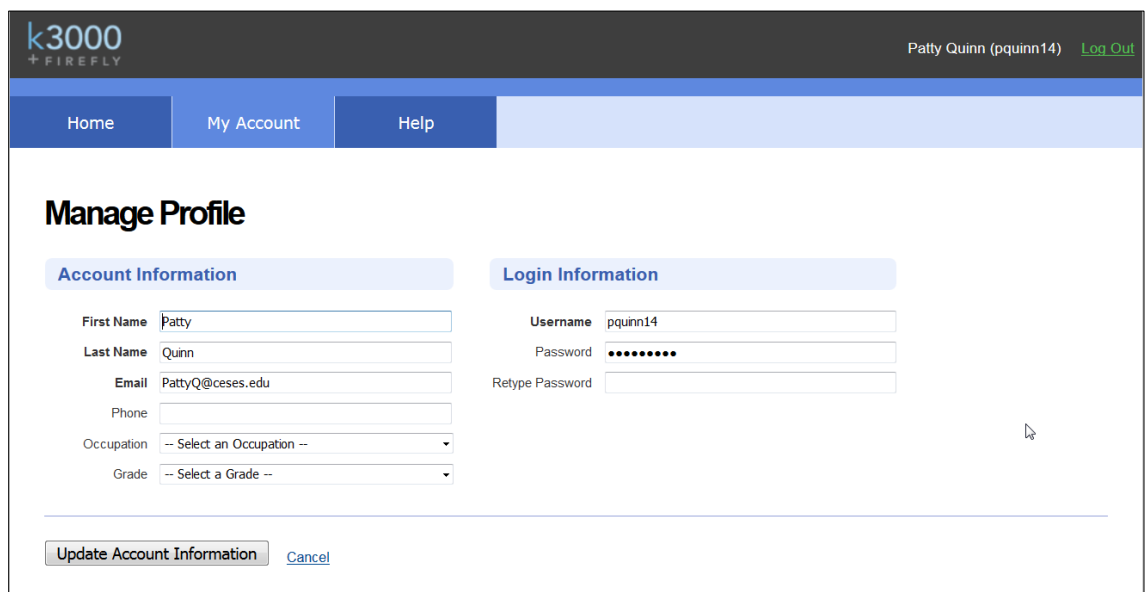
firefly by Kurzweil

Expires: May 02, 2018
Want to make sure your license is renewed? Need to make a change to or have questions about your license? Contact your teacher.
[Contact us to extend your expiration or buy additional licenses.](#)

Patty Quinn
pquinn14

Email: PattyQ@ceses.edu
Grade:
State: Massachusetts
[Update Profile](#)

- Click **Profile** to display the information about your account. You can view and change user information such as name, address, occupation, and grade. You can also change your user name and/or password. If you make changes, click the **Update Account Information** button beneath the form.



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Home My Account Help

Manage Profile

Account Information

First Name

Last Name

Email

Phone

Occupation

Grade

Login Information

Username

Password

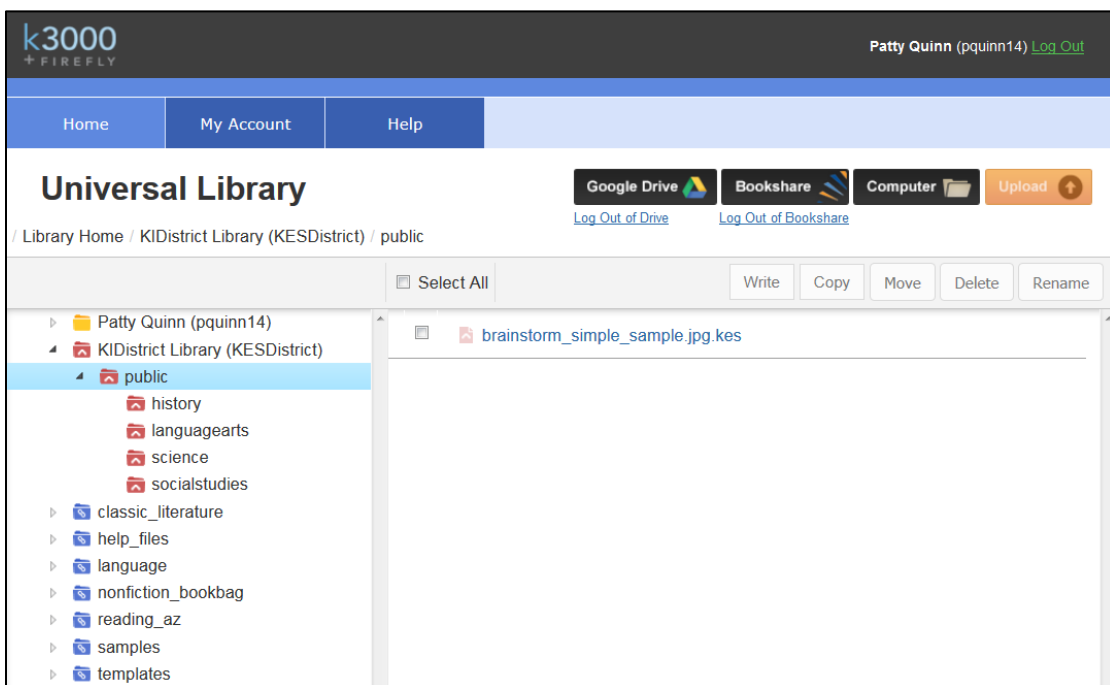
Retype Password

[Cancel](#)

- Click **My Teams** to display a link to the Team or Teams that you are part of.



Click the link and the Public folder of your Team opens in the Universal Library.



For Administrative Users

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see three choices in addition to **My Account**: **Reports**, **Profile**, and **Users**.

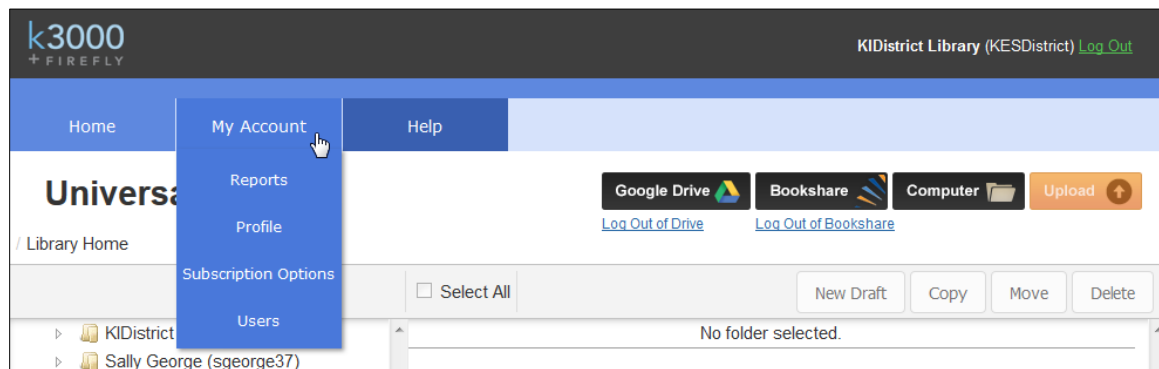
- **My Account** displays information about your account, including license totals and licenses remaining and contact links for questions about or updates to licensing.
- **Reports** takes you to the **Usage Dashboard** where you can run usage reports in selected date ranges.

- **Profile** displays the information about your account. You can view and change user information such as name, address, occupation, school/organization information, and login information. If you make changes, click the **Update Account Information** button beneath the form.
- **Users** takes you to a page where you can manage user information.

See “Usage Reporting” for details on using the Report options and “User and License Management” document for details on using the User management tools.

For Top Level Coordinators

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see four choices in addition to **My Account**: **Reports**, **Profile**, **Subscription Options**, and **Users**.



- **My Account** displays information about your account, including license totals and licenses remaining and a contact link for questions about or updates to licensing.
- **Reports** takes you to the **Usage Dashboard** where you can run usage reports in selected date ranges.
- **Profile** displays the information about your account. You can view and change user information such as name, address, occupation, and login information. Additionally it includes School/Organization details and Newsletter Preferences. If you make changes, click the **Update Account Information** button beneath the form.

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FIREFLY

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

Home

My Account

Help

Manage Profile

Account Information

First Name

KIDistrict

Last Name

Library

Street 1

24 Prime Parkway

Street 2

City

Natick

State/Province

Massachusetts

Country

United States

Zip/Postal Code

01760

Email

KESDistrict@kes.edu

Email Confirm

KESDistrict@kes.edu

Phone

800-547-6747

Fax

Occupation

Superintendent/Assistant Superintendent/Schc

Grade

Other

Login Information

Username

kesdistrict

Password

Retype Password

Security Question

What is your father's middle name?

Security Answer

John

School/Organization Selector

Type

☐ Public
 ☐ Private
 ☐ College
 ☒ Other

State

-- Select a State or Province --

District

School

Org Name

KES School District

Newsletter Preferences

☒ Yes, I'd like to receive special updates from Kurzweil Education.

Update Account Information

[Cancel](#)

- **Subscription Options** opens a page where you can choose (1) whether to have user passwords shown or not shown on the user administration pages for all users in their subscription; (2) whether the Bookshare button will be the Universal Library page; (3) whether to send emails when Teachers and/or Students are added, deleted, or restored; (4) Under **Offline mode** enter the credential duration hours for Kurzweil 3000 for Windows. The default is 96 hours and allows up to 432 hours. (Note that the Offline setting does not apply to **K3000+firefly**.) (5) Hide External Id column for SLC Users.

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

Home My Account Help

Subscription Options

By default all options are available to everyone on your firefly subscription. You have the option of changing some of those defaults for everyone on the subscription. Changes will take effect when you update the options below and will be visible to others on the subscription the next time they login.

Note: some options are not visible to students and so changing their default state here will have no effect.

Password Options

☒ Show passwords in user administration page for all coordinator/teacher accounts

☐ Show passwords in user administration page for the top level coordinator account only

Display Options

☒ Show the Bookshare button on the Universal Library page

Settings

☒ Send emails when Add/Delete/Restore Teacher(s) on Manage Users Page

☒ Send emails when Add/Delete/Restore Student(s) on Manage Users Page

Offline mode credential duration hours for Kurzweil 3000 for Windows

☐ Hide External Id column for SLC users

[Update subscription options](#)

- **Users** takes you to a page where you can manage user information.

See “Usage Reporting” for details on using the Report options and “User and License Management” document for details on using the User management tools.