Kurzweil 3000 Managing My Account

Revised: January 23, 2018

Log In

There are a number of ways to log in and access your Kurzweil 3000 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.

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- 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 <u>logging in</u>, 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.

Kurzweil 3000			Patty Quinn (pquinn14) Log.Out
Home	My Account	Help	
your teacher.	18 our license is		Patty Quinn pquin14 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.

Kurzweil 3	000					Patty Quinn (pquinn14)	Log Out
Home	My Account	Help					
Manage Pro	file						
	Account In	formation					
	First Name	Patty					
	Last Name	Quinn					
	Email	PattyQ@ceses.edu					
	Phone						
	Occupation	Select an Occupation	~	~			
	Grade	Select a Grade		~			
	Login Infor	mation					
	Username	pquinn14					
	Password						
	Retype Password						
	Update Accou	nt Information Cancel					

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

Kurzweil 3000			Patty Quinn (pquinn14)	Log Out
Home	My Account	Help		
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		Q	Google Drive 🝐	Bookshar	re 💉 🤇	Computer	Upl	oad 🕜	
		Log	g Out of Drive	Log Out of Bo	okshare				
/ Library Home / Pa	atty Quinn (pquinn	14) / private							
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Click the link and the Public folder of your Team opens in the Universal Library.

For Administrative Users

After <u>logging in</u>, 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**.

KIDistrict Library (KESDistrict)				
Home	My Account	Help		
Universal	Reports			
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100.00	Subscription Options		Log Out of Drive Log Out of Bookshar	<u>ne</u>
/ Library Home	Users	Select All	Write Co	opy Move Delete Rename
	ary (KESDistrict)	^	No folder selected.	······································
 Sally George CESaganES I 	(sgeorge37) Library (clibrary2)			
GWCarverMS	ELibrary (gwcms) S Library (ifkhs)			

- **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.

Kurzweil 30	000				KIDistrict Library (KESDistrict)	Log Out
Home	My Account	Help				
Manage Pr	ofile					
	Account In	formation	Login Infor	mation		
	First Name	KIDistrict	Username	KESDistrict		
	Last Name	Library	Password			
	Street 1	24 Prime Parkway	Retype Password			
	Street 2					
	City	Natick	School/Org	anization Selector		
	State/Province	Massachusetts ~		00		
	Country	United States ~	Туре	O Public O Private O College Other		
	Zip/Postal Code	01760	State			
	Email	KESDistrict@kes.edu	School			
	Email Confirm	KESDistrict@kes.edu	Org Name	KES School District		
	Phone	800-547-6747				
	Fax		Newsletter	Preferences		
	Grade	Superintendent/Assistant Superintendent/Schor Other O	nononener	r rener en auto		
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	Update Accou	Int 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 Kurzweil 3000 on the Web.)
 (5) Hide External Id column for SLC Users.

Kurzweil 3	000 ×	District Library (KESDistrict)
Home	My Account Help	
	Subscription Options By default all options are available to everyone on your Kurswell 2000 subscription. You have the option of dranging some of those defaults for everyone on the subscription. Changes will take effect when you update the options below and will be valible to others on the subscription the next time they toglin. Note: some options are not valible to subscription and and many options have will have no effect.	
	Password Options Shore passed in user administration page for all scondinatoriteacher assounts Gine passed in user administration page for the top level scondinator account only	
	Display Options Show the Boolyname button on the Universal Library page Networked bibliose on the Universal Library page	
	Settings Settings Send emails when AddDeletes/Restore Teacher(i) on Manage Usen Page Send emails when AddDeletes/Restore Studen(ii) on Manage Usen Page Send emails when AddDeletes/Restore Studen(ii) on Manage Usen Page Setting mode oriesential duration focus for Muccust 3000 for Mac and Windows Set	
	Lipidate 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.