



Capital Plan Login Instructions	Version: 1.0
	Created on: 5/3/2011

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## 1. Overall Description

### *Changes to the Login Process to Capital Plan*

The Capital Plan application has been rewritten by the Information Systems section of the Alabama State Department of Education to make the application easier to use, maintain and expand as needed in the future. During these changes the login process you have been accustomed to have been slightly changed.

This document is to provide you with the information you will need to login to the new Capital Plan application, request a new user account if needed, and request that an old user account be removed from the system. This is not intended to be a document to explain how to use the application or view the reports. Its sole purpose is to assist you in getting into the application.

## 2. Specific Requirements

In order to utilize the Capital Plan application, you will need to have at least the following minimal requirements for your computer:

- 1) Microsoft Windows XP, Vista, or Windows 7. Mac OS X and Linux at this point has not been tested but should operate correctly.
- 2) The supported web browsers are: Internet Explorer versions 6 and higher. Google Chrome, Firefox 3 and higher.
- 3) Cookies must be enabled if you desire the login process to remember your username upon return to the application.

### 3.0 Logging into Capital Plan

In order to login to the Capital Plan application, follow the following steps:

- 1) Direct your web browser to <http://schools.alsde.edu>
- 2) Click on the Capital Plan button.
- 3) Now you will be presented with a welcome screen. To the left is the main navigation of the application. Place you mouse over the word Home in the blue are of the screen.
- 4) Login should now be visible. Click Login to proceed.
- 5) Now you will be presented with the login screen. If this is your first time here and have an email address on record with the School Architect or in the ALSDE Education Directory, enter your email address as your user name.
- 6) Now, for first time visitors, enter 'password' (without quotes) as your password and click Log In.

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- 7) You will now be prompted to change your password. Your password can be anything over 5 characters. You will need to type it twice so that the system can confirm that you entered it correctly.
- 8) At this point you will get a screen saying it has been changed successfully. Once you click continue you will need to log in again with your new password.
- 9) This completes the login process for first time users.

### **3.0.1 Forgot Your Password?**

If by chance you have forgotten your password. Simply click the “Forgot Password?” link on the Log In screen. This will ask you for your username which is your email address. You will then receive in your email a new password generated by the system.

IS Staff and staff from the School Architect’s office have no access to your password. If you have forgotten the password, please use the built in function provided in the application.

### **3.0.2 New Users**

If you cannot access the system, and are a new Capital Planner, Superintendent, etc. you must contact the School Architect office to have an account created for you.