## Acellus 5 Quickstart - Setting Up Secure Sign-in

The Acellus Teacher Interface is protected by GoldKey Security using GoldKey ID, allowing authorized personnel to access the system securely from anywhere Internet is available.

Your Acellus system comes with several GoldKeys. The first step in setting up your Acellus Management System is to set up your secure sign-in using GoldKey.

<u>Step 1</u> To begin with, you will receive an email giving you a link to the Acellus New Teacher Registration System. Follow this link and you will see the first of four steps, Download and install the GoldKey Software (See Figure 1).

The GoldKey software is currently supported on Windows XP, Vista, and Windows 7 in both 32 and 64-bit versions, as well as in Mac OS X v10.4 (OS X Tiger) or higher. To use a GoldKey, computers must have an available USB port.

Download the GoldKey software and then run the GoldKey installation wizard. While installing the GoldKey software, you will most likely find the default options to be acceptable.

When the software has been installed successfully, select "When installation is complete – click here to continue to next step."

To download the GoldKey software, click on the link be <u>Download the latest GoldKey Software for Windows</u> . Please Note: The GoldKey software must be installed may need to contact the School's Technology Director	elow. Once the download	l is complete, you which you plan to	will need to run t access the Acellu	the Installation Wiz us Teacher Tools. ' ware
When Installation is complete - Click here to continue to	next Step			

Figure 1: On step 1, select the Download the GoldKey Software link to download the software. Choose run to download and run the installation software, or choose to save the software on your computer first, and then run the installation wizard.

ep z. Fersonanze your Goldkey Token	
Your new GoldKey token must be personalized before it can be used. Please	insert the token into your computer's USB port now.
Entred Forcer i disonanzation o complete - Unio (lefe to Continue to Text Oreg	A website wants to open web content using this program on your computer This program will open outside of Protected mode. Internet Explorer's metalet, do not open bits program. Name: Goldkey Software Publisher: Goldkey Software Do not show me the warning for this program again
	-

Figure 2: On step 2, if you are asked if you want to allow this website to open web content using a program on your computer, allow it. Next you will be asked to enter your PIN. You may wish to select "Do not show me the warning for this program again."

<u>Step 2</u> If you have not already plugged in your GoldKey Token, the system will prompt you to insert it. Once inserted, you will be prompted to personalize the Token. To do this, select the *Personalize* button.

**Set a PIN.** You must specify a PIN for the GoldKey, which will be required for GoldKey authentication (see Figure 3). *It is very important that you remember the PIN!* 

give the answers that will be required the next time your GoldKey is personalized (see Figure 4). Select questions that only you can answer.

**Enter a Description.** You will be asked to give a description for your GoldKey. This is your chance to put your name on your GoldKey. Some users prefer to give a detailed enough description that someone would be able to return it if it were lost.

You will be asked if you want to get a GoldKey Vault. A GoldKey Vault is storage space on the

Select Questions and Answers. The next step is to select one or more personal questions, and

Personalize GoldKe	ey (Step 1 of 3)
Please specify The PIN can b numbers, lette PIN as long as WARNING: W locked by this	the PIN that will be required when using this token. The up to eight characters long and can consist of ers, and other special characters. Try to make your possible and use a variety of character types. Whout a registered Master or GrandMaster token, data token may be lost if the PIN is ever forgotten.
Status: Enter PIN:	A PIN must be specified to continue.
Verify PIN:	Cancel Next >

Figure 3: Select and enter your GoldKey PIN, a unique ID that identifies you as the owner of this GoldKey.

Internet that you can use to store files that can only be accessed using your GoldKey. Storing them here makes them accessible from anywhere Internet is available and where you have the GoldKey Software installed. If you would like to purchase a GoldKey Vault, this is a good opportunity to do so.

## Step 3

- A. When you have finished personalizing the GoldKey, select "When Token Personalization is complete click here to continue to next Step."
- B. Enter your GoldKey PIN when you are prompted for it.

Please choos	e one or more personal questions to save on this token.
Question 1:	In what city were you born?
Answer 1:	
Question 2:	Please select a question
Answer 2:	
Question 3:	Please select a question
Answer 3:	

Figure 4: Here you will enter the answer to a personal question(s). To change personalization information later, you will enter your PIN and the answer to one personal question.

- C. Please verify the information that is pre-filled and fill out the rest of the form that appears next (see Figure 5). When you are finished, select the *Submit* button.
- Step 4 You will be asked for your GoldKey PIN twice, after which you will be taken to the Acellus 5

If any of the contact information di	splayed below is inaccurate, plea	se enter the needed correction	ons. (All fields are required	d.)
First Name:	Shelly	Email Address:	shelly@summervillesch	ools.k12.c
Last Name:	Smith	Phone:	555-123-4567	
Security Question: Answer to Security Question:	(Choose a Question)		•	]
Security Question: Answer to Security Question: Birth City:	(Choose a Question)		•	]

*Figure 5: On Step 3, check the accuracy of the information that is provided, then fill out the rest of the fields and select Save Registration Information.* 

Teacher Interface, where you will see the My Desk screen.

## **Sign in Next Time**

Now that you have set up your secure sign-in and have been signed into the Acellus System once, you still need to know how to get in next time.

It is quite simple:

1. Plug your GoldKey into your computer.



Figure 6: To sign in next time, go to <u>www.acellus.com</u> and select GoldKey Sign In.

2. Open your browser to <u>www.acellus.com</u> or to <u>signin.acellus.com</u>.

Note: The Acellus Teacher Interface supports the following browsers:

- a. Internet Explorer 9 or higher
- b. Google Chrome
- c. Safari
- 3. Select GoldKey Sign In (see Figure 6).

Note: Teachers use the GoldKey Sign In button. Students enter their Acellus ID.

4. When prompted, enter your GoldKey PIN.