

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.

Step 1 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.”

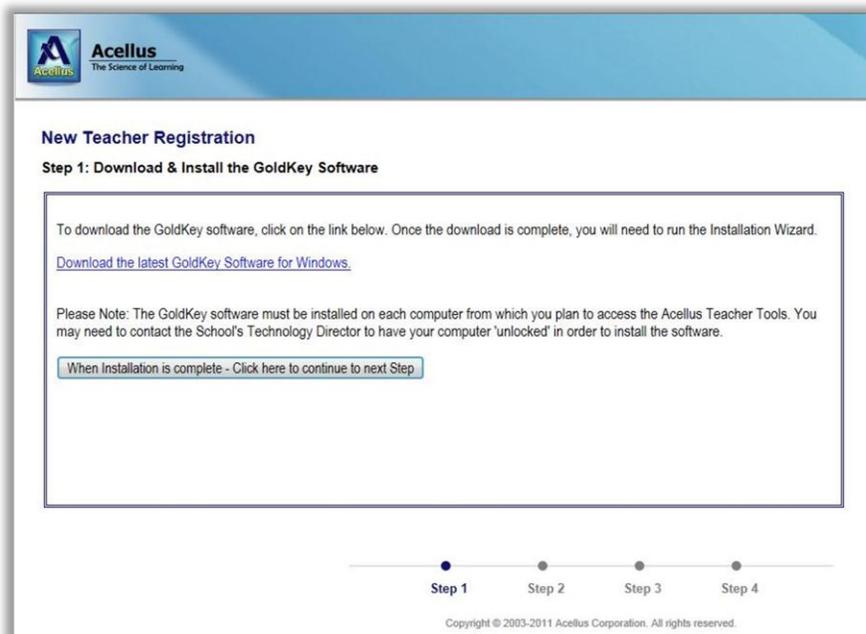


Figure 1: On step 1, select the Download the GoldKey Software link to download the software. Choose run to download and run the installation software, or choose to save the software on your computer first, and then run the installation wizard.

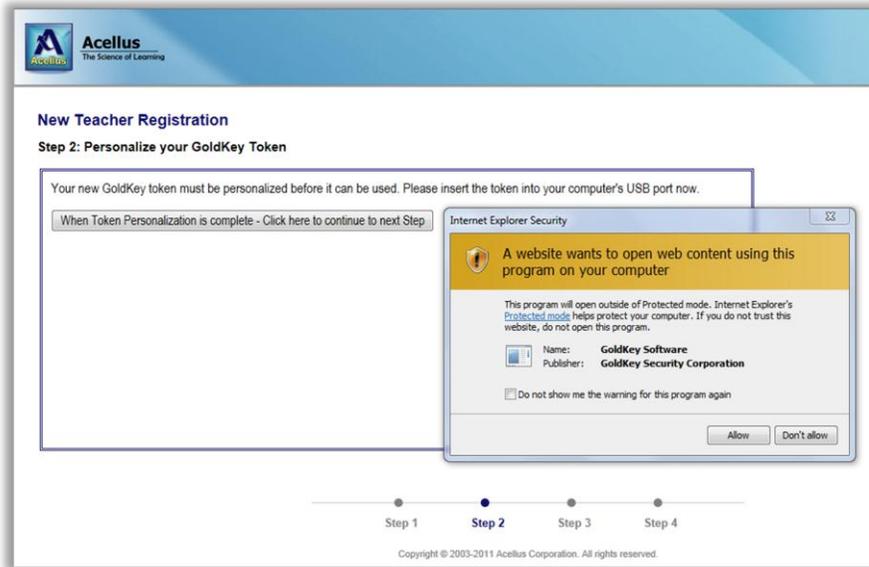


Figure 2: On step 2, if you are asked if you want to allow this website to open web content using a program on your computer, allow it. Next you will be asked to enter your PIN. You may wish to select “Do not show me the warning for this program again.”

Step 2 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!*

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

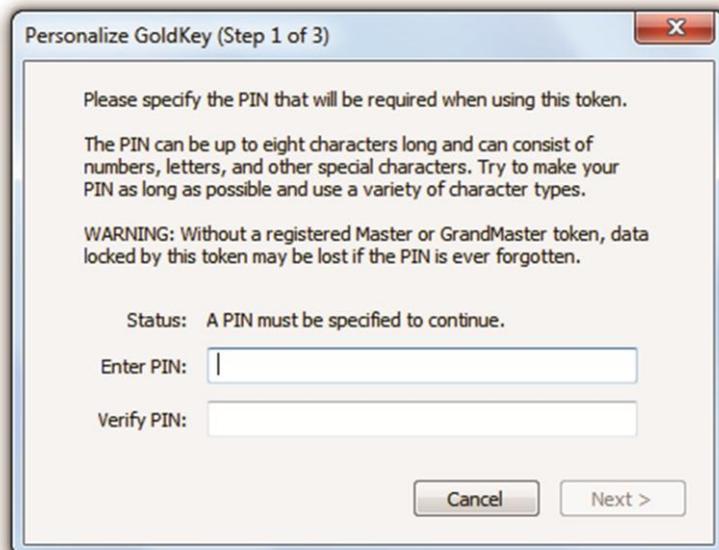


Figure 3: Select and enter your GoldKey PIN, a unique ID that identifies you as the owner of this GoldKey.

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.
- 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.

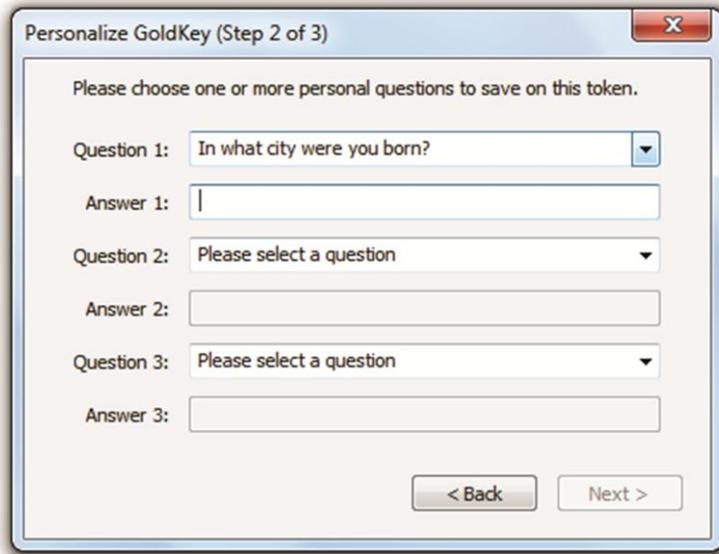


Figure 4: Here you will enter the answer to a personal question(s). To change personalization information later, you will enter your PIN and the answer to one personal question.

Step 4 You will be asked for your GoldKey PIN twice, after which you will be taken to the Acellus 5

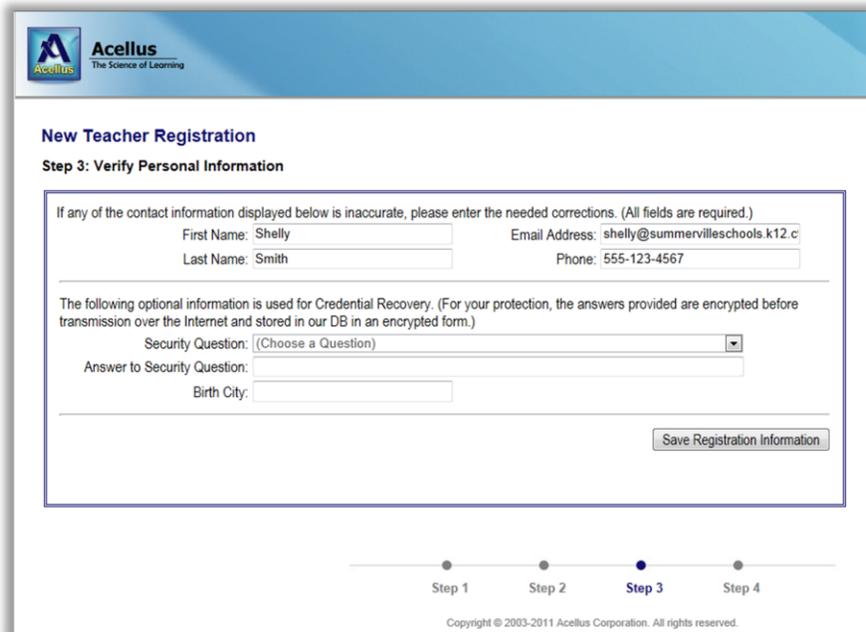


Figure 5: On Step 3, check the accuracy of the information that is provided, then fill out the rest of the fields and select Save Registration Information.

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 www.acellus.com and select GoldKey Sign In.

2. Open your browser to www.acellus.com or to signin.acellus.com.

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.