



Logging In

Shows how to log into Grady Profile programs.

Double click the program icon. One of these ...



You'll see a 'splash' screen. Wait a moment.

Grady Profile™ 3 – Profile Manager v 3.7b3



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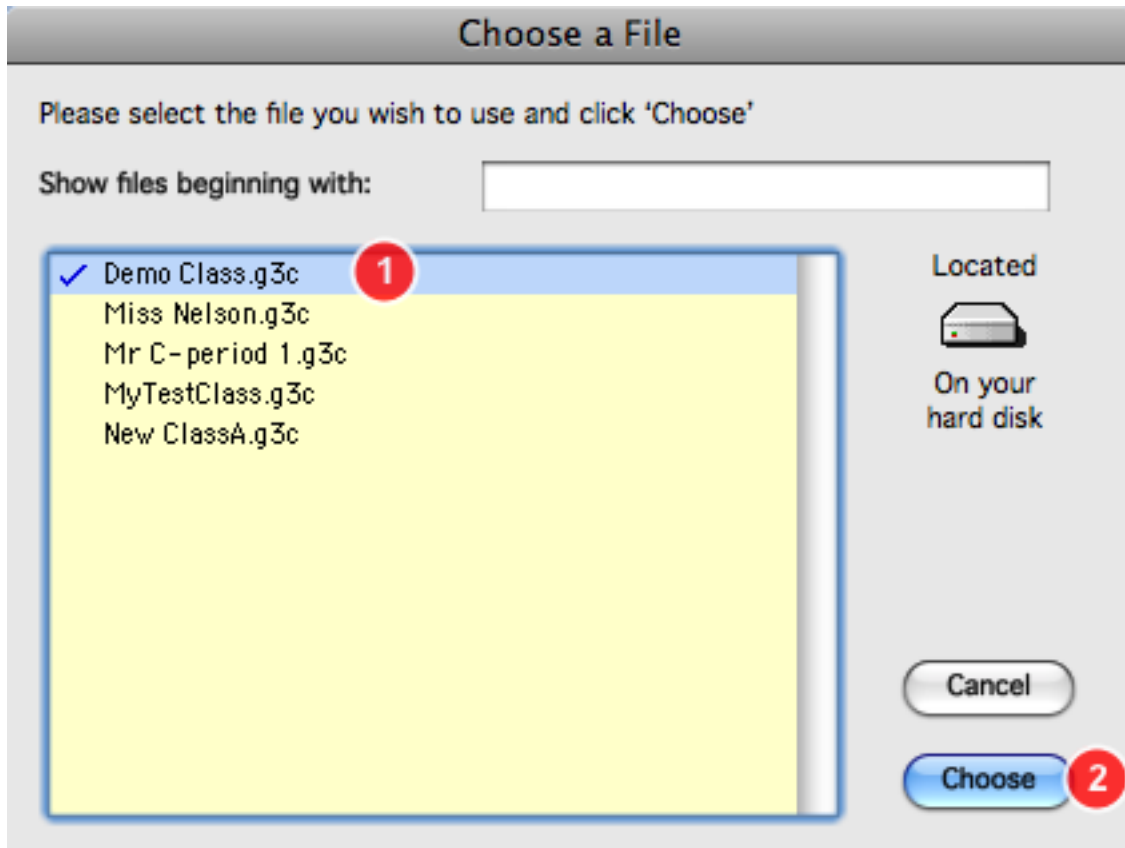
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Choose a file. If you're a teacher, usually it will be your class file.



Which kind of file depends on which program you are opening.

If Profile Manager, it will be a class file (shown above, ending in .g3c for class).

If Master Tailor, it will be a tailoring file (ending in .g3t for tailoring).

If it's Personal Profile or the Demo, it will be a student profile (ending in .gp3).



Tell the program who you are and click Login.

Choose Your UserName

Show UserNames beginning with: n

- Finn, Huck
- Grady, Prof.
- Jackson, Andy
- Jefferson, Tom
- Nelson, Miss
- Support Person

Cancel Login

Usually you'll log in with your own name, shown in a list of all the teachers at your site. To get to your name quickly on a long list, type the first letter of your last name in the box at the top.

Enter your password. It shows up as bullets. Click OK.

Your Password

Please enter your password.

.....

Cancel OK

Passwords:

The Demo password is grady3.

Support Person's password is grady3.



Your password the very *first* time you log in is your last name; you will be asked to change it immediately. You'll need to enter the new one twice to be sure you typed it correctly.

Note: You may need to log in as Support Person BEFORE you are set up as a program user.

The program responds to your password. Click OK.



If you typed your password correctly, the initial program screen appears. If not, try again. Keep in mind that program security allows you to login just so many times (a security setting determined at your site) before it decides you are not a legitimate user and won't allow you in. Period. If that happens, please see your site administrator. We all forget passwords; there are so many to remember these days. It's not a big deal to reset a password. Teachers can do it for students; the Grady program administrator can do it for teachers. It's always done so that nobody knows anybody else's password because it always has to be changed immediately after a reset.