

Getting Started

Logging into CAASS

1. Open Internet Explorer, and then go to the following URL, <https://balt.access411.com>
2. From the CAASS login screen, type in your user name and password from above.
3. Click on the **“Login”** button, a message box will appear asking you to enter your password and confirm it. The password being entered is the password you will use to log into CAASS in the future.
4. The next dialog box that appears will ask you to enter your email address, the school domain is provided for your convenience.



Navigating CAASS

1. On the left side of the screen you will see the **“Menu Tab”**, by clicking on the menu tab, a pull out menu will appear. By clicking on the different modules you will see the different sections within CAASS. Click on the desired section and you will be taken to the selected screen. When the screen loads you may see the menu below.
2. The **“Person Selector”** will allow you to filter the students within the **“Student Selector”**
 - To search all of your student body, place the percent symbol **“%”** within the **“Text filter”** and press **“Search”**, this will return all of your students within the Student Selector. The **“%”** can also be used as a wild card when searching for students. Searching **“%,A”** will return every student with first name that begins with the letter **“A”**. This applies to the last name as well.
 - If you know the students name you can search for the student by typing their Last name followed by a comma, then their first name (Searching Smith,Jan will return Jan Smith’s record). If you search by the last name Smith, you will return every student with the last name Smith.
3. Once you have your filter(s) set within the Person Selector your results will populate the Student Selector. Clicking the students name will display the student’s information.
4. If the student has a photo on record, the photo will be displayed. (See PhotoStation to add missing photos to students.)

