

Using TransAct (for Translated Documents)

- Go to www.transact.com.

The screenshot shows the TransAct website homepage. At the top, there is a navigation bar with the TransAct logo (confidence in action) on the left, and links for 'Request More Information', 'Support', 'Register', and 'LOG IN TO TRANSACT' on the right. A search bar is also present. Below the navigation bar is a horizontal menu with links to 'Home', 'TransACT® Required K12 Parent Notices', 'Civil Rights Essentials™ Online Training for Educators', 'EduPortal® Document Sharing Network', 'ActPoint® KPI Performance Dashboards', and 'Language Line SERVICES'. The main content area features a large image of keyboard keys with 'LEARN' and 'LEAD' written on them. To the right of the image is the heading 'Excellence in Education For Educators and Administrators' and a paragraph: 'Learn how TransACT web-based solutions reduce costs and make school systems more efficient and effective.' Below this is the TransAct logo and a set of navigation arrows. At the bottom of the page, there are logos for 'TransACT ParentNotices', 'CivilRights', 'Section504', 'EduPortal', 'ActPoint KPI', and 'ActPoint RoadMaps'. The footer contains copyright information: '© 2010-2012 TransACT Communications, Inc. All Rights Reserved. - Privacy Policy | Terms of Use'.

- Click “Register” to create your own Login. Use your City Schools email address.
- The website is fairly easy to navigate. Log on. Click “Get Started.” Click “GenEd Parent Notifications.” Click “TransACT Masters” under “School, Office & Classroom.” On the upper right side there is an orange, pull-down tab which allows you to choose the language.
- *Note that some documents are only available in English, and not all languages are available.