**TTAC Online User Guide** (10/2018)

* **Introduction to the Home Page**

On the upper right side of the home page, there is an option to Register or Log in.

Below the Register and Log In, there are eight navigation tabs. Starting on the left the first tab is Home, the second tab is My TTAC Online, the third tab is VA Projects, the fourth tab is VA assessments, the fifth tab is Disability info, the sixth tab is Resources, the seventh tab is Events, and, lastly, the eighth tab on the far right is Online Trainings.

Below the tabs on the left side of the page there is a panel that presents each tab of the website.

In the middle of the page, there is a panel labeled: Check It Out.

On the right, there are three boxes. The top box contains various projects and agencies in Virginia. The middle box provides contact information for all of the regional TTACs. The bottom box supplies flyers, FAQs, and this User Guide.

* **How to Register**

On the upper right side of the home page, there is a Register or Log In option.

Click on Register, which is the first option, and then complete the online form.

The first three boxes of the registration form are displayed (but this is only the top of the form.) The first box is where you enter your Username/Email Address. In the second box, you create a password and enter it into the box. The third box you reenter your password to confirm the password. After filling out the entire form, click submit.

After you submit the completed form, you will receive the following message: Thank you for filling out the registration form on TTAC Online. There are two more steps that you must complete. An email which contains an account activation link has been sent to the email address that you provided.

Please do the following:

**Step 1:** Login to your email

**Step 2:** Click on the activation link in the email to complete the registration process.

* **How to Log In**

On the upper right side of the home page, there is Register and Log In option.

To log in, click on Log In, which is the second option.

There is a log in form with two boxes. The top box is where you enter your Username/Email Address. The bottom box is where you enter your Password.

Below the bottom box there is a Log In button.

Below the Log In button there are two links you can click for help. The first link is labeled: Don’t remember your password? And the second one is labeled: Don’t have an account? Create an account

* **When you are Logged In**

On the upper right side of the page, your email will appear. When you click your email five options will be displayed. First option: Account Options, second option: Change Username, third option: Change Password, fourth option: Manage Profile, and the fifth option: Log Out.

* You can:

Change your Username

Change your Password

Manage your Profile

Go to you **My TTAC Online** Account

Complete **Online Training**: Webshops and eWorkshops

* What is My TTAC Online?

The second tab on the homepage navigation is My TTAC Online.

The My TTAC Online tab will show the following:

On the left side of the page your Account Information will be provided. It will display your Username, Last Modified, Last Accessed and Account Options. The Account Options are: Change Username, Change Password, and Manage Profile.

On the right side of the page there is a box labeled Webshops in Progress. Below the Webshops in Progress box there is a box labeled eWorkshops.

Underneath the Account Information box there is a box labeled My Favorites.

* **My favorites** allows you to bookmark your favorite **Resources, Events and Online Trainings**.
* When you open a resource, click on **Add to My Favorites** to add it to your **My TTAC Online** account.
* A sample resource:

Virginia Assistive Technology Resource Guide

Description: The chart contains assistive technology resources organized by Instructional or Access Area, standard tools, Modifications and Accommodations of Task and Expectations and Assistive Technology Solutions.

On the right side of the page, there is an Add to My Favorites option that you click to add an item to your favorites.

My Certificates stores your certificates of completion for any webshops that you have completed.

* **How to Search the Entire Site**
* This search looks at all the sections of the website.
* The results are color coded to the sections of the site (ie., Resources have a purple square).

On the upper right side of the page, there is a box with “Search Entire Website for ..”

**How to Search Particular Topic Area**

* Pick a topic from one of the drop down menus:

There eight navigation tabs located on the top of the page. The 6th tab is Resources. The following options are displayed on the drop down of the Resources tab: Assistive Technology, Behavior, Curriculum & Instruction, Early Childhood, Professional Resources, Related Services, and Transition.

On the Assistive Technology option, there are eight additional topics displayed next to it. First: Communication, Second: Computer Access, Third: Home/Personal Care, Fourth: History/Social Sciences, Fifth: Literacy (Reading & Writing), Sixth: Math, Seventh: Mobile Devices, and Eighth: Science.

* On the left margin, you can refine your search in a variety of ways.
1. Type in a topic in the **Search within the results** box and click search
2. Click on a tag under **Age Level** and/or **Category** and/or **Disability Area** and/or **More Topics** and click **Search**.

The Resource Search Menu:

There is a search box with two boxes. The first box is labeled: Search within results: where you type in your topic and the second box is labeled: “Results Sort:” where there are is a drop down with different search result options. Relevance is the default setting. Underneath the second box, there is the search button to activate the search.

This search topics include: Age Level, Category, Disability Area and More Topics.

Under Age Level, the following options are displayed with numbers that indicate how many resources have this tag: After High School 632, Early Intervention 513, Elementary 1089, High School 1286, Middle School 1213. Below the Middle School option, there is a More tab.

Under the Category the following options are displayed with numbers that indicate how many resources have this tag: Adapted PE 21, Assessment 186, Assistive Technology 335, Behavior 272, and Collaboration 332. Below the Collaboration option, there is a More tab.

Under the Disability Area the following options are displayed with numbers that indicate how many resources have this tag: ADD/ADHD 833, All Disabilities: 46, Autism Spectrum Disorder 1093, Deaf-Blind 750, and Developmental Delay 833. Below the Developmental Delay option, there is a More tab.

The Results Sort has a default setting, which is Relevance. The different options for the Results Sort are displayed: Alphabetical, Newest First, Recently Updated, and Relevance.

* **Search Tips**
	+ The search feature searches the title, description, tags, and attachments.
	+ Searching the entire Website or within the results will look for all variations of the root of a word. (For example, if you put “feed” in Search the entire website, you will get results will include feed, feeds, feeding, RSS feed, feedback, and newsfeed.)
* **Events Calendar**
* This calendar lists State and Regional Events for Virginia. If you want to show only your region, click on **Uncheck All** and then click on the Region you are interested in.
* For more details on a particular Event, click on the calendar posting.