**Administrator User Guide for Accessing Online Data 2013-2014**

3 Technical Tips:

* *Make certain you are working on a* ***PC (not a MAC)***
* *Make sure you are on* ***Internet Explorer****. Data cannot be retrieved using other browsers (Google, Chrome, Safari, etc.).*
* *If you are on PC and in IE and are still having difficulty accessing data, please click* ***TOOLS*** *(from the top left menu bar) and then* ***COMPATIBILITY VIEW.*** *This will sync IE version and you will be able to access data.*