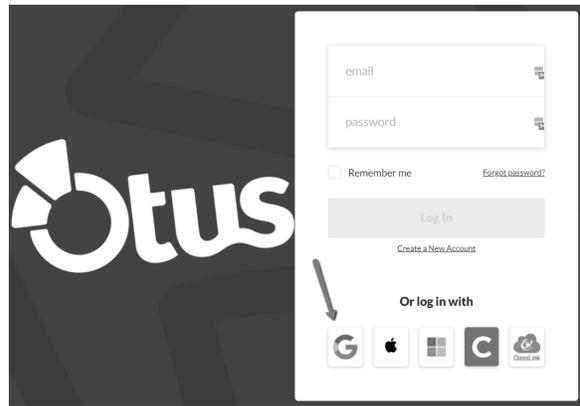


Families are able to access child assessment data such as Star, PSAT, SAT, AimsWeb, BESS, etc., from current or prior years via a Family Otus account. Once a family Otus account has been created, there is no need to create additional accounts moving forward. Each child has a unique student code that must be connected with the Family Otus account. Please follow these instructions to find the **Student Otus Code**, **Creating a Family Account**, **Adding Children to Family Account**, and **Viewing Student Assessment Data**. As a family you may have already established an Otus account, if so, skip Section 2- Creating a Family Account.

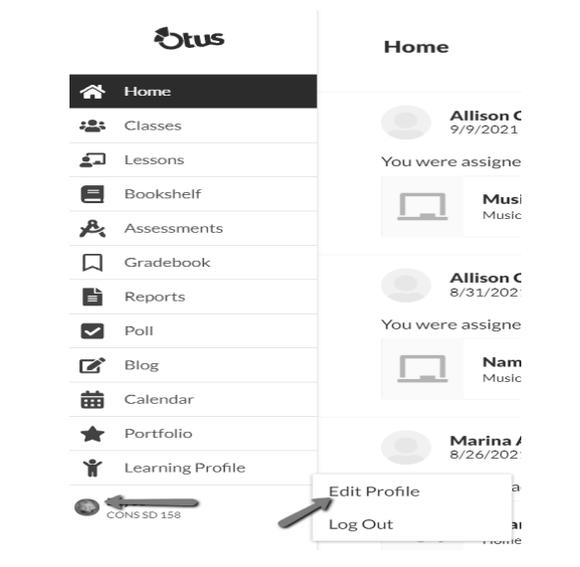
## Section 1: Retrieving Student Otus Code

**Step 1:** Using your student's district chromebook, go to my.otus.com

**Step 2:** Click on the Google login icon and sign in with the student's google credentials. *If a student is already logged in to Google account, they will automatically be logged into Otus. If not, the student will be prompted to use his/her Google credentials to log in.*

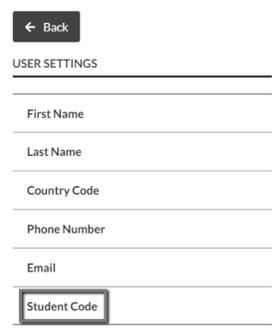


**Step 3:** Click on student name on bottom left of page.



**Step 4:** Write down the Student Code. Student codes are case sensitive and utilize characters. Make sure to use the exact student code. For inconspicuous characters that resemble a vertical line, try using both an uppercase "i" and a lowercase "l"? They look identical when typed, so we always recommend trying both.

Log out of the student account.

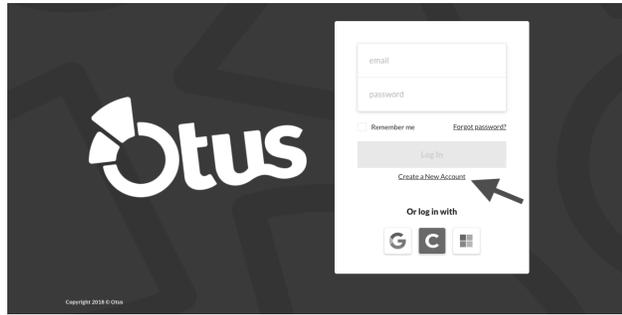


## Section 2: Creating a Family Account

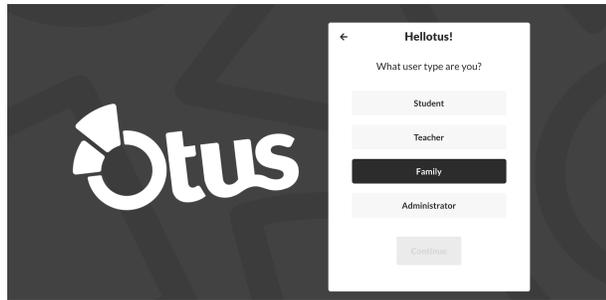
Next, you will need to create a family account and add your student with the **Otus Student Code** you copied. In order to create a family account please make sure you have logged out of your student's OTUS account. *Please note that you will need to retrieve a code for each student you have in the district.*

**Step 1:** From your own device, go to my.otus.com

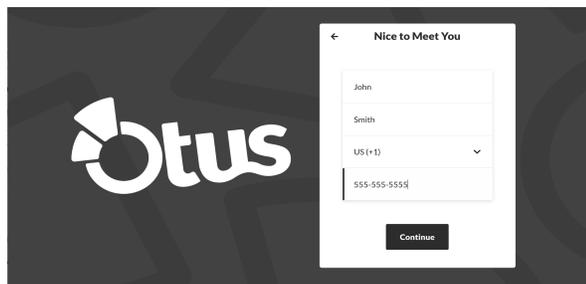
**Step 2:** Click Create a New Account



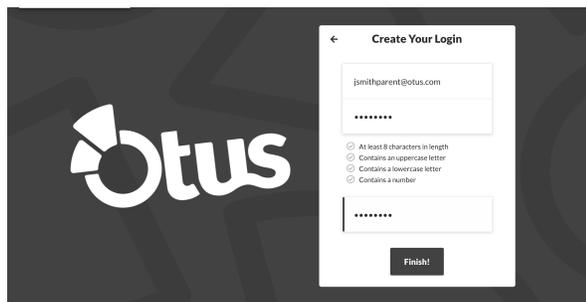
**Step 3:** Choose FAMILY As The User Type



**Step 4:** Enter Family Information



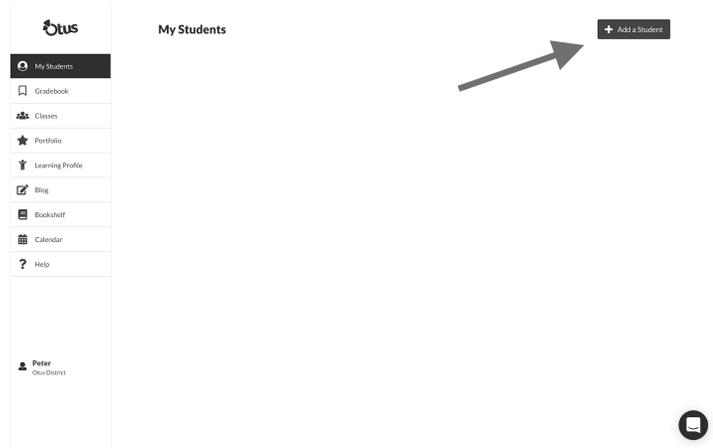
**Step 5:** Click Next



## Section 3: Adding Children to Family Account

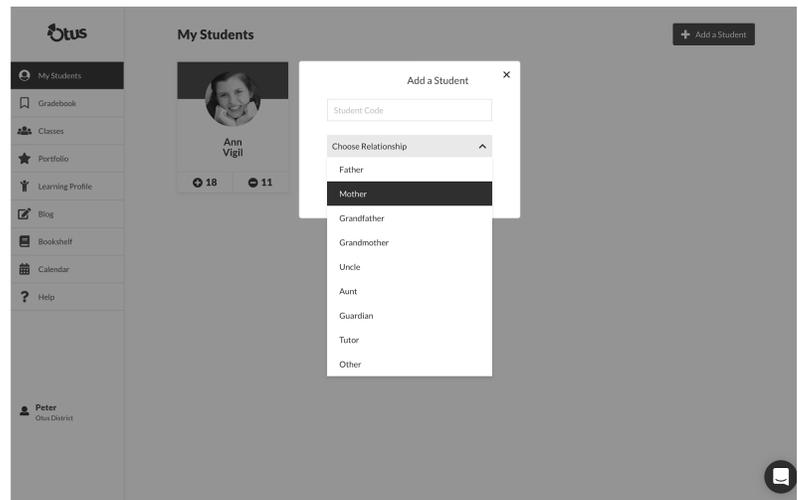
**Step 1:** Click on the 'My Students' Option on the Left and Select Add a Student

Use the student code you wrote down in section 1 to connect your family account with your child's account.

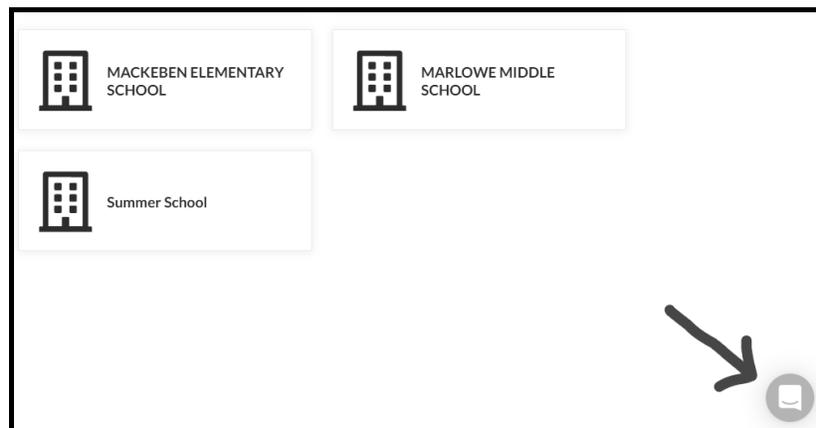


**Step 2:** After entering the Student Otus Code, choose your relationship to the student in the menu. Click ADD when complete. Be sure you add a separate code for each child you have in the district.

*If you have multiple students repeat these steps for each child. Remember, if you already had a child connected to your Family Otus account you do not need to do this for that child again.*



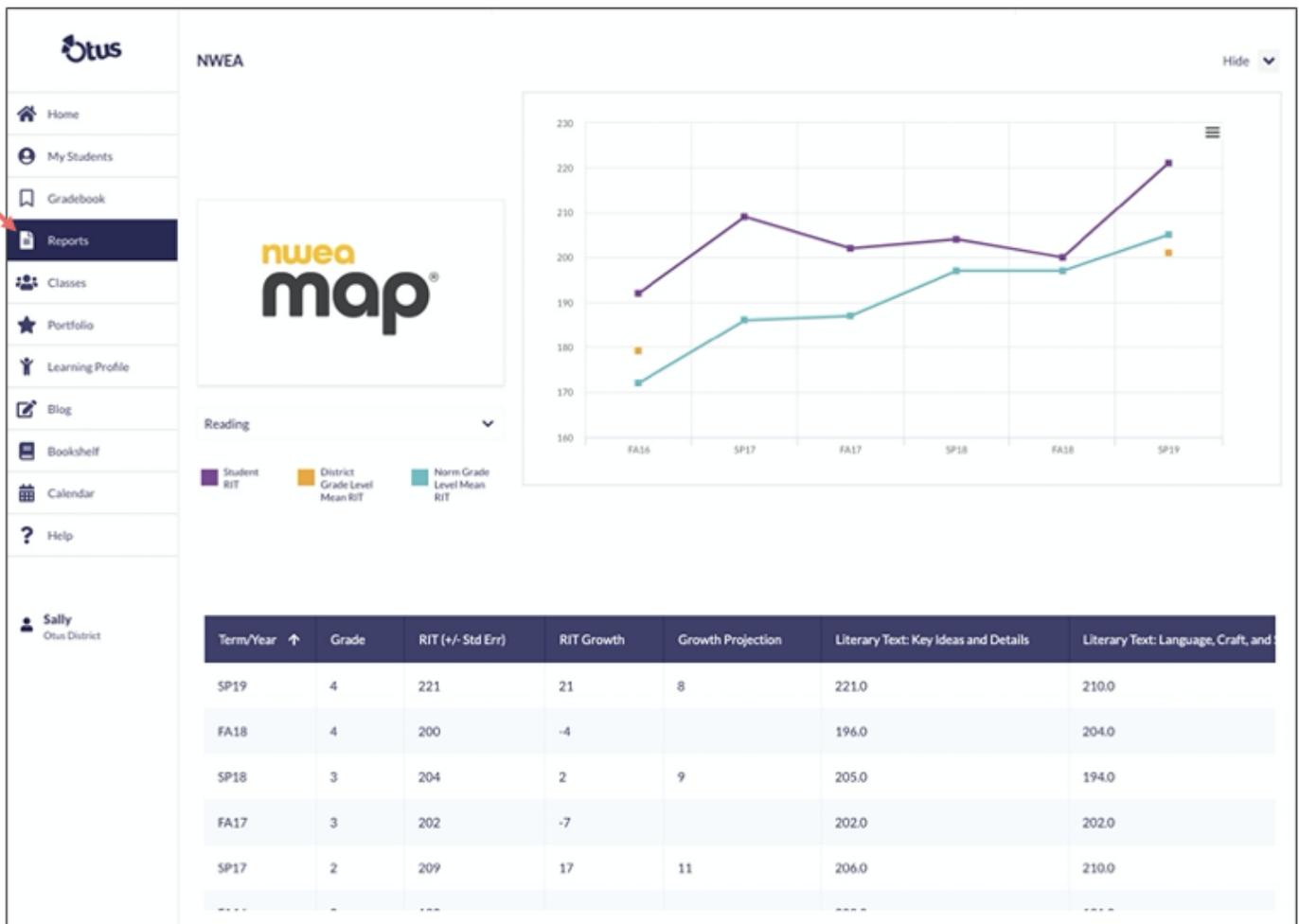
If you have any questions, please use the chat feature within the Otus website.



## Section 4: Viewing Student Assessment Data

In your Otus Family account, you can access your student's assessment data such as Star, PSAT, SAT, AimsWeb, BESS, etc.

- Click on the Reports Module. If your student has 3rd Party Data attached to them in Otus, it will appear on this page. If the page is blank, that means there isn't any 3rd Party Data attached to your student at this time.



The screenshot shows the Otus Reports page for a student named Sally. The page is titled "NWEA" and features a line graph and a data table. A red arrow points to the "Reports" menu item in the sidebar.

**Line Graph Data:**

Term	Student RIT	District Grade Level Mean RIT	Norm Grade Level Mean RIT
FA16	192	180	172
SP17	208	186	186
FA17	202	187	187
SP18	204	197	197
FA18	200	197	197
SP19	221	201	205

**Data Table:**

Term/Year ↑	Grade	RIT (+/- Std Err)	RIT Growth	Growth Projection	Literary Text: Key Ideas and Details	Literary Text: Language, Craft, and
SP19	4	221	21	8	221.0	210.0
FA18	4	200	-4		196.0	204.0
SP18	3	204	2	9	205.0	194.0
FA17	3	202	-7		202.0	202.0
SP17	2	209	17	11	206.0	210.0
----	-	----	----	----	----	----

- You can view the data for any student you have linked on your account by choosing them from the dropdown menu in the upper-right corner
- Many of the visuals are interactive; you can change subjects, sort tables, or hover over data points to get more information.