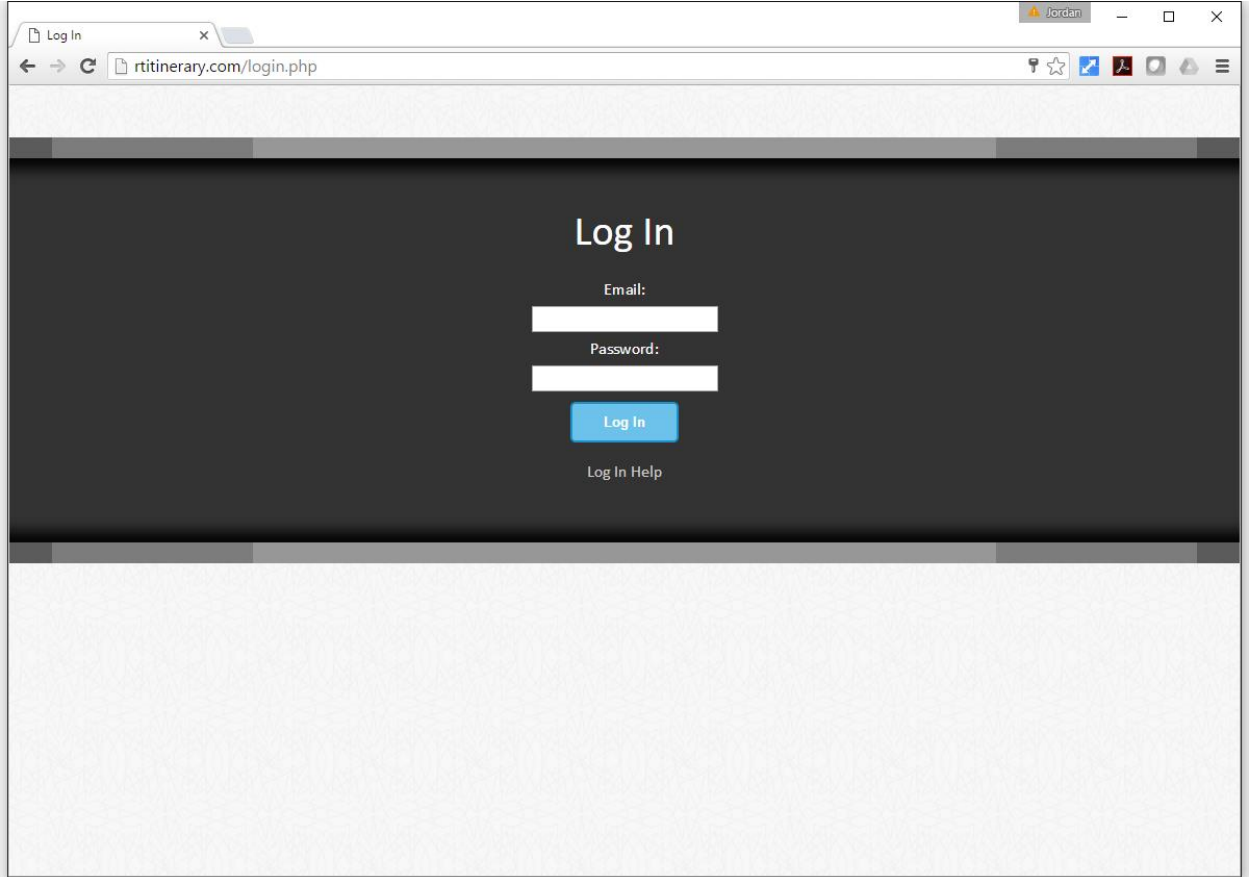


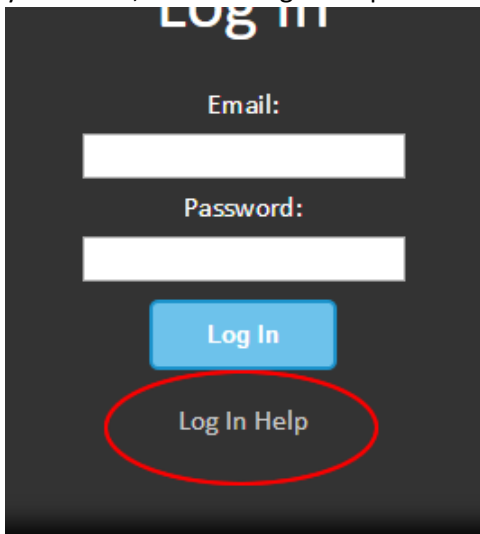
This document serves as an instruction set to get New Berlin School District students logged into the Digital Attendance system.

Instructions for logging in, resetting your password, viewing and scheduling sessions.

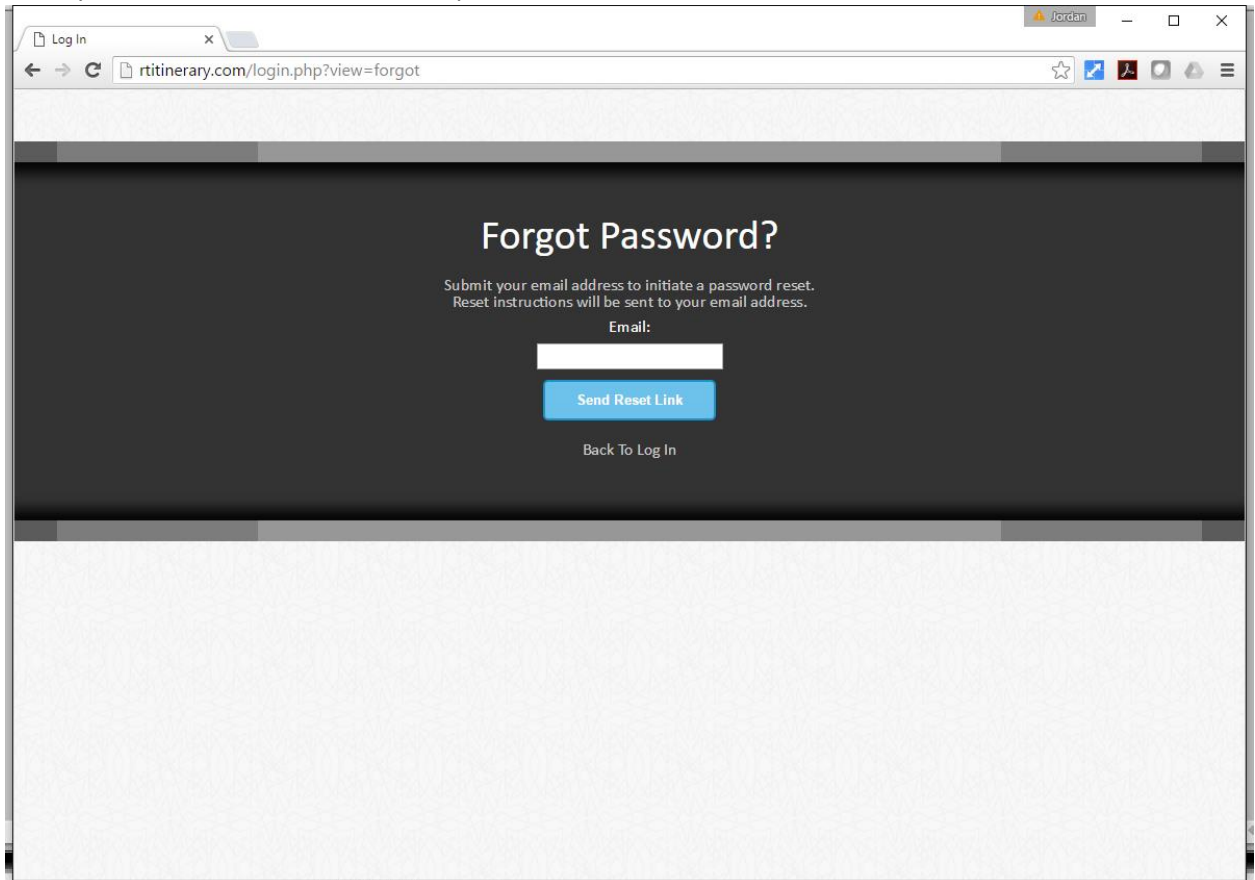
1. Access the log in page at <https://nbsd.myrtinerary.com>



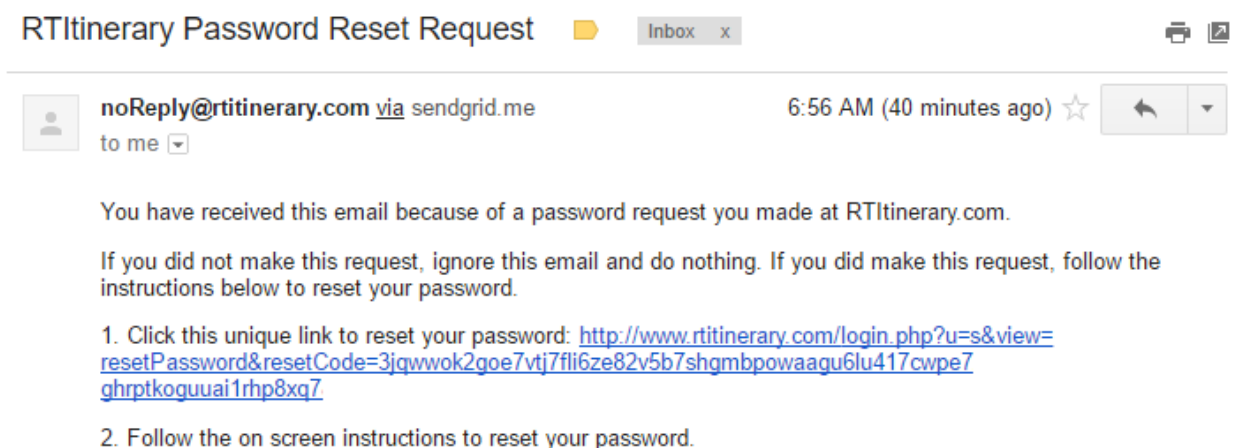
2. If you have a username and password set up, log in and continue to step #5 in this document. If you do not, click the Log In Help link below the Log In button.



3. Enter your email address to be sent a password reset link.



4. If your email address is not found in the system, contact your advisor so they can have you added.
5. If your email address is found, you will receive an email with a password reset link. Follow the link in that email to reset your password. Example email shown below.



6. Choose your new password and enter it twice to verify.

The screenshot shows a web browser window with the URL www.rtitinerary.com/login.php?u=s&view=resetPassword&resetCode=3jqwwok2goe7vtj7fii6ze82v5b7shgmpowaagu6lu. The page title is "Password Reset" and the subtitle is "Resetting Test Student's Password". There are two input fields for "New Password:" and "Confirm Password:", both containing six dots. A blue "Change Password" button is located below the fields. A link "Back To Log In" is at the bottom of the form area.

7. Once you do, you'll be logged into the system.

The screenshot shows the RTItinerary system home page for a Test Student. The page title is "Test Student" and the subtitle is "Hey Test! We thought you might want to check out these upcoming sessions." There is a table of upcoming sessions with columns: Dept., Date & Time, Session Details, Location, Enrollment, and Enroll. Below the table is a section for "Upcoming advisory Sessions you are scheduled to attend:" with a table of columns: Session ID, Leader, Session Start, Session End, Location, Department, and Topic. The footer shows "RTITINERARY" and "Logged in as: jordan.joseph@gmail.com | Log Out".

Dept.	Date & Time	Session Details	Location	Enrollment	Enroll
Northern Michigan Univ visit - Counseling	09/12/2016 12:33 PM - 1:03 PM	Northern Michigan Univ visit	- Counseling Center	0 / 30	Enroll
University of Wisconsin Colleges - Counseling	09/14/2016 12:33 PM - 1:03 PM	University of Wisconsin Colleges	- Counseling Center	0 / 30	Enroll
UW Oshkosh - Counseling	09/14/2016 12:33 PM - 1:03 PM	UW Oshkosh visit	- Counseling Center	0 / 30	Enroll

Session ID	Leader	Session Start	Session End	Location	Department	Topic
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- From here you'll be able to view any sessions that are recommended for you, and also your upcoming sessions. Depending on your permission level, you may be able to sign up for these recommended sessions right from your home screen.

RTITinerary - Home

www.rtitinerary.com/students/home.php

Home Session Search

Test Student

Hey Test! We thought you might want to check out these upcoming sessions.

Dept.	Date & Time	Session Details	Location	Enrollment	Enroll
Northern Michigan Univ visit - Counseling	09/12/2016 12:33 PM - 1:03 PM	Northern Michigan Univ visit	- Counseling Center	0 / 30	Enroll
University of Wisconsin Colleges - Counseling	09/14/2016 12:33 PM - 1:03 PM	University of Wisconsin Colleges	- Counseling Center	0 / 30	Enroll
UW Oshkosh - Counseling	09/14/2016 12:33 PM - 1:03 PM	UW Oshkosh visit	- Counseling Center	0 / 30	Enroll

Upcoming advisory Sessions you are scheduled to attend:

Dept.	Date & Time	Session Details	Location	Enrollment	Action
University of Wisconsin Colleges - Counseling	09/14/2016 12:33 PM - 1:03 PM	University of Wisconsin Colleges	- Counseling Center	0 / 30	Enroll

Logged in as: jordan.joseph@gmail.com | Log Out

- Click on Session Search on the top to search for specific sessions you will want to take in the future. Browse by department or teacher. Filter by date.

RTITinerary - Home

www.rtitinerary.com/students/sessions.php?view=sessionSearch&startDate=2016-09-02&endDate=2016-12-31&department=

Home Session Search

Looking for sessions to take?

Browse the list of available sessions and work with your guidance counselor to get scheduled for them.

Department:

Teacher:

Start Date:

End Date:

Showing MAX 100 RESULTS. To narrow your search, use the filters above.

100 Results

Session Leader	Session ID	Occupancy	Session Start	Session End	Location	Department	Subject	Action
Katherine Rollefson	Session 501291	0 / 20	Mon Sep 12, 2016, 12:33 pm	Mon Sep 12, 2016, 1:03 pm	C34	Mathematics	ALGEBRA II	Enroll
Joseph Jonas	Session 499321	0 / 20	Mon Sep 12, 2016, 12:33 pm	Mon Sep 12, 2016, 1:03 pm	C36	Mathematics	ALGEBRA I	Enroll
Rebecca Zima	Session 501111	0 / 20	Mon Sep 12, 2016, 12:33 pm	Mon Sep 12, 2016, 1:03 pm	C33	Mathematics	GEOMETRY	Enroll
Michael Dussault	Session 501621	0 / 20	Mon Sep 12, 2016, 12:33 pm	Mon Sep 12, 2016, 1:03 pm	C30	Mathematics	HON ALG II	Enroll
Gregory Basthmer	Session 500661	0 / 30	Mon Sep 12, 2016, 12:33 pm	Mon Sep 12, 2016, 1:03 pm	C31	Mathematics	GEOMETRY	Enroll
Matthew	Session		Mon Sep 12,	Mon Sep 12,			INTERMEDIATE	

Logged in as: jordan.joseph@gmail.com | Log Out

10. Click the Enroll button (if you have appropriate permissions) to add yourself to any session you see fit.
11. When you're done, hit Log Out.

