



DASH~BOARD

"Powered by: IBM iSeries, ProGen WebSmart OE, and Educators Like You!"

Dash~Board Frequently Asked Questions:

How do I get my password reset?

- 1) Go to www.paec.org, select the PAEC Dash~Board link under Resources, click the Reset password link and follow directions
- 2) Contact School Level DashBoard Security person
- 3) If School security not available, then contact District Level DashBoard Security person
- 4) If School and District security not available, then contact DashBoard Helpdesk at dashboardhelp@paec.org or (850) 892-2187

How do I get my reports in Excel format?

- 1) Click on the Printer Friendly link on the page you wish to export.
- 2) Cancel the Print option when it opens up
- 3) Put your cursor over the report you wish to export and right click
- 4) Select "Export to Microsoft Excel" from the option list
- 5) Type in DashBoard User ID and Password when prompted
- 6) Save Excel report to Desktop

Helpful Hints:

- 1) If your reports, classes, and/or data seem to be missing: Check your Sign-On Year. Make sure it is set to the **current** school year. Use the Edit Profile option at the top of your home page.
- 2) You have **three** tries to enter the correct password, then you will be "Disabled" in the system and must have the password reset.
- 3) Please note when clicking the Log Out button that you **must** exit your Internet browser completely (close all windows) to have your session disconnected.