

## North 13<sup>th</sup> St Directions for Taking the SAI On-Line Survey

Please communicate the following directions for taking the survey to your teachers and other school administrators:

1. Navigate to <http://www.sai-learningforward.org> using your web browser.
2. Do not register again. You must “Login”. Click on the “Login” option.
3. Click on the “Login” option.
4. Enter your “user name” from the first time you ever registered. If you cannot remember it, follow the directions on [www.sai-learningforward.org/welcome2.php](http://www.sai-learningforward.org/welcome2.php) to reset your password. Then return to step 5 below.
5. You will see your personal welcome web page. There should be survey lines for each previous administration.
6. At the bottom of this page, put this year’s new survey token in the box marked “Have a new token? Add it here.” Your school’s **survey token** is **FYBAD**.
7. Once you have completed these steps, you will link directly to your survey. If you choose not to complete the survey in one sitting, you may click “save” at any time to save your results and then return to the survey at a later time.
8. If you did not complete the survey and need to return to complete it, go to <http://sai-learningforward.org/login.php> and enter your user name and password. The site will present you with your home page from which you can return to your survey.

Many thanks for you participation in this data collection opportunity!

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## Directions for New Users of the Survey

Please communicate the following directions for taking the survey to your teachers and other school administrators:

1. Navigate to <http://www.sai-learningforward.org> using your web browser.
2. Click on “Register to take the survey”.
3. Enter your school specific survey token to take the survey. Your school’s **survey token** is **FYBAD**.
4. Enter a user name (your e-mail address or another user name you can remember) and a password (choose a password you can remember in case you do not complete your survey in one sitting).
5. Once you have completed these steps, you will link directly to your survey. If you choose not to complete the survey in one sitting, you may click “save” at any time to save your results and then return to the survey at a later time. You should never “Register” again.
6. If you did not complete the survey and need to return to complete it, go to <http://sai-learningforward.org/login.php> and enter your user name and password. The site will present you with your home page from which you can return to your survey.

Many thanks for you participation in this data collection opportunity!