

## Setting up New SRI Management Tool - SAM

You have a new SRI Management Program on your computer, called SAM. You will need to make some changes and then you can access reports, make groups, etc.

- 1) Open the **Macintosh HD** icon
- 2) Open the **Applications Folder**
- 3) Open the **SAM folder**
- 4) Drag the **SAM icon** (dog) to your Dock
- 5) Look at your Dock. Click, hold, and throw out the icon which looks like a clipboard with three checks on it.
- 6) Click on the **SAM** icon in your dock
- 7) Type in your user name:     firstname.lastname
- 8) Type in password:             reader
- 9) Click **Add Servers**
- 10)     For *Name This Link* type in: SRI
- 11)     For *IP/Server Name* type: sri.shorelineschools.org
- 12)     For *Port #* type: 55880
- 13)     Click **Save**
- 14)     Click **Close**
- 15)     Check the box which says **Remember my username, password, and settings**
- 16)     Click **Sign In**
- 17)     You will be spending most of your time using the Reports section.