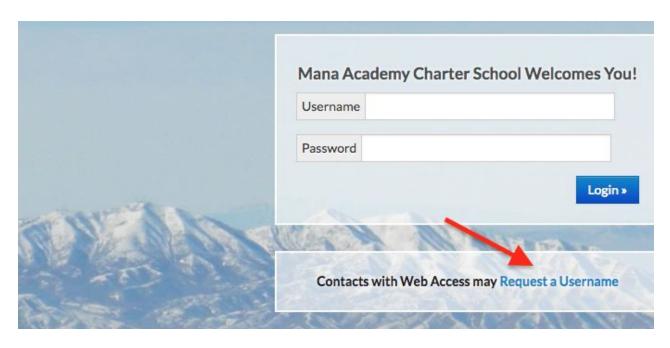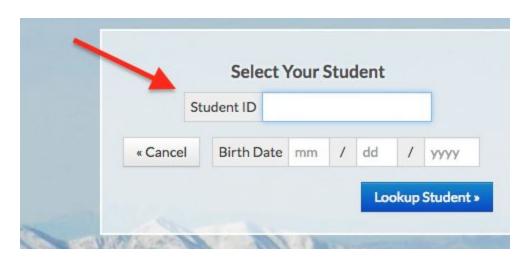# How to set up ASPIRE account

Step 1: Go to https://mana.usoe-dcs.org. If you have created an account you will login with your username and password. If this is your first time in ASPIRE, click on **Request a Username**

Step 2: Enter the four digit Student ID # provided by your child's teacher. NOTE: (If you have more than one child attending Mana Academy, please make sure you ask all their teachers for their four digit student number).

Next: Enter your child's birthday.
Next: Click on Lookup Student.

You will be redirected to a screen that will display all authorized guardian information provided to Mana Academy by you in your registration packet.

Step 3: Select your name and create a username and password.

Next: Click on Create Account.
Next: Check the box to confirm you are authorized to access your student's school records.

Your new account will be confirmed. You will be prompted to login again using your newly created username and Password.

Step 4: Click on Back to Login.

You will be directed to your student's information page. This page shows your students information, grade summary, and assessment scores. Here you can email your child's teacher(s). If you wish to subscribe to weekly updates, click on the blue link Subscribe. This feature allows you to receive progress reports for your student via email which will be sent to the email address you provided in your Mana Registration Packet. You may select the frequency.

If you have any questions or trouble logging in, please feel free to contact our registrar Miranda at 801-972-6262 or by email mlajuan@themanaacademy.org