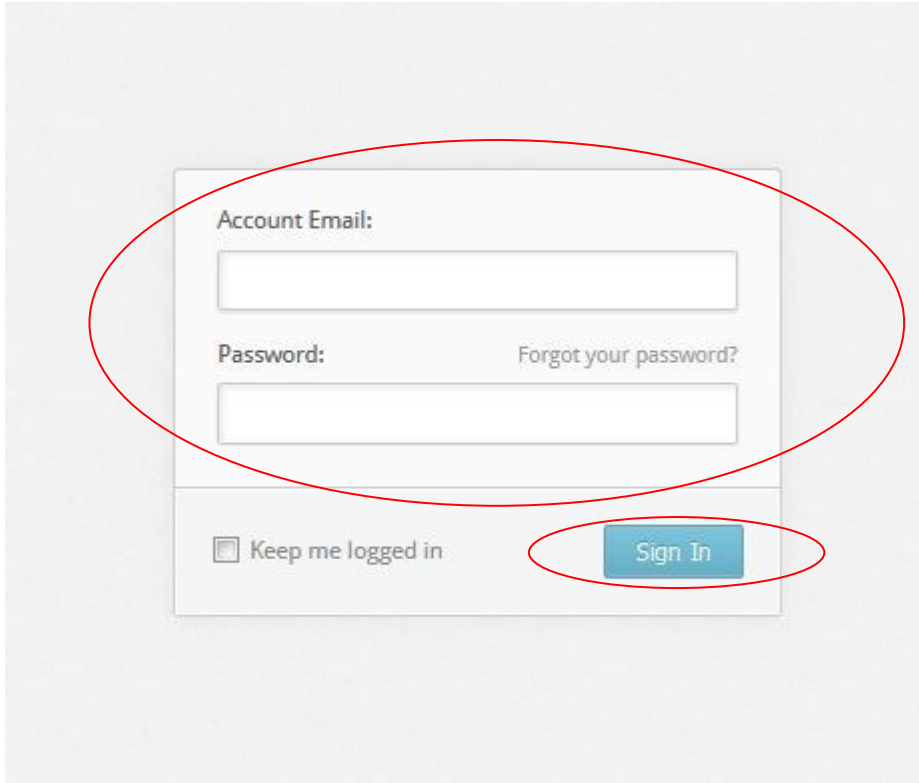




How to Access the CE Manual



Account Email:

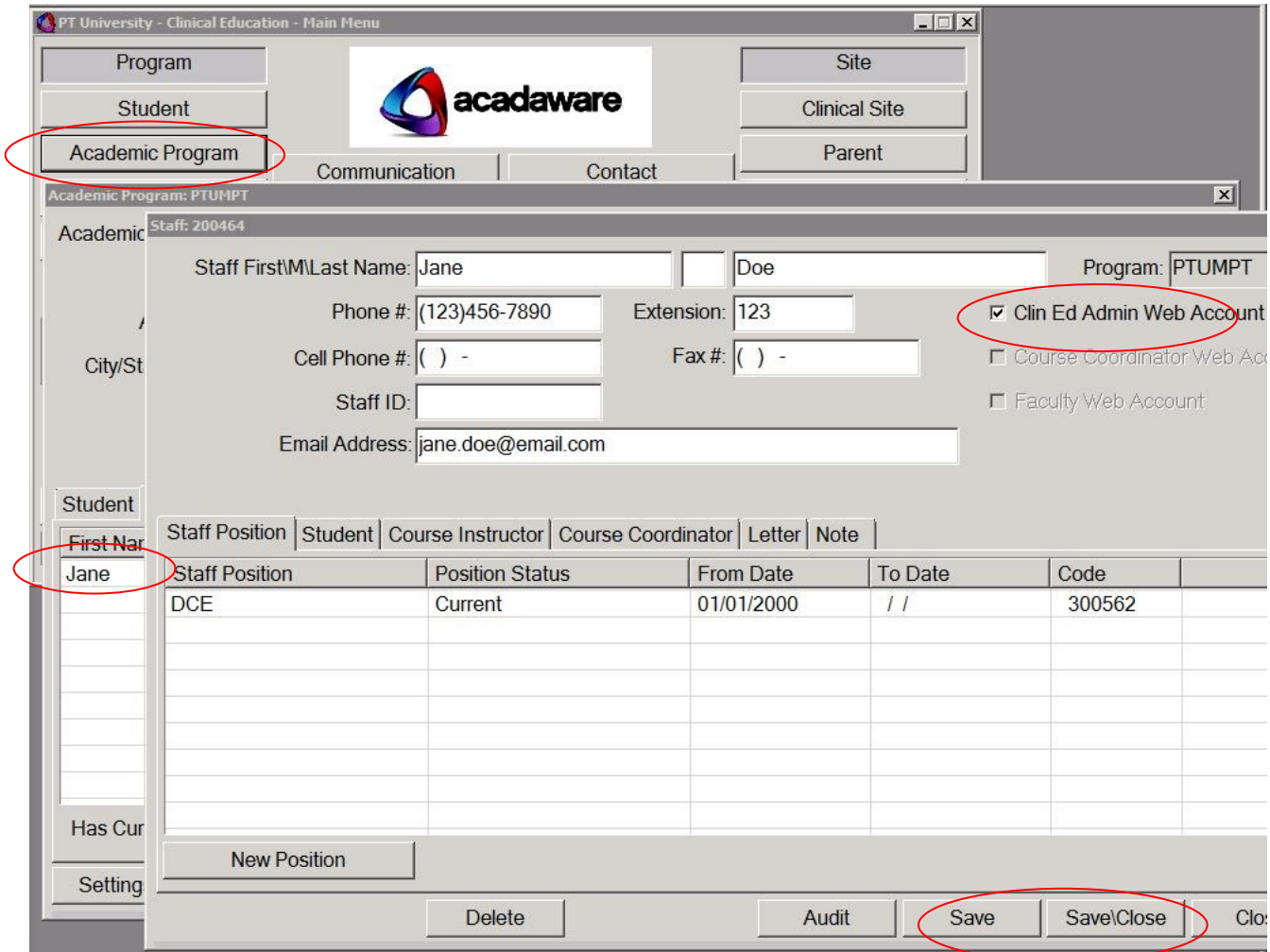
Password: [Forgot your password?](#)

Keep me logged in

- Go to <https://portal.acadaware.com>
- Enter your email address and password
- Click Sign In
- If you have forgotten your password, click on the “Forgot your password” link to reset your password. A link will be sent to your email address.



If you receive an error message stating the account does not exist with the email address you entered, then you will need to verify that the Staff Record in the Desktop database has been given web access.



PT University - Clinical Education - Main Menu

Program: Student: **Academic Program** Site: Clinical Site: Parent: Communication: Contact

Academic Program: PTUMPT

Academic Staff: 200464

Staff First/MLast Name: Jane Doe Program: PTUMPT

Phone #: (123)456-7890 Extension: 123 Clin Ed Admin Web Account

Cell Phone #: () - Fax #: () - Course Coordinator Web Account

Staff ID: Faculty Web Account

Email Address: jane.doe@email.com

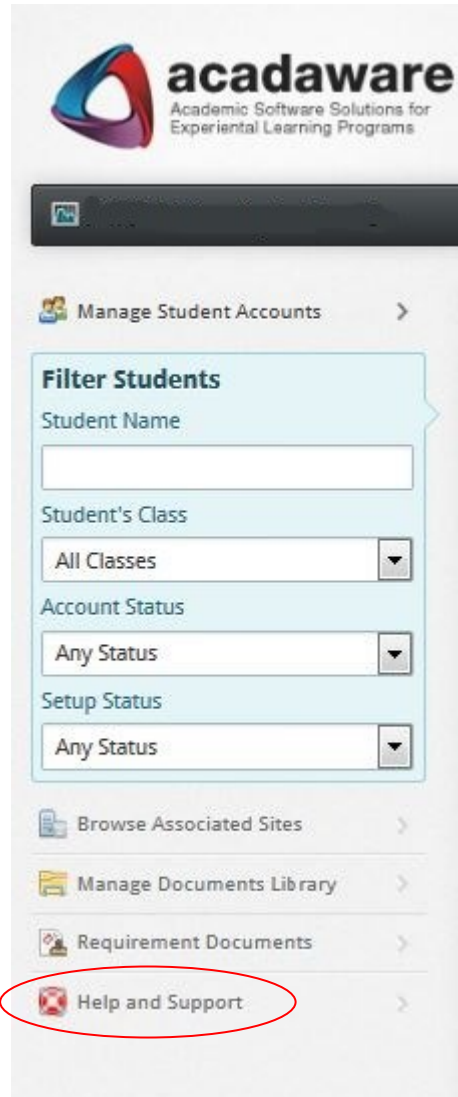
Student: Jane

Staff Position	Student	Course Instructor	Course Coordinator	Letter	Note
Jane					
Staff Position	Position Status	From Date	To Date	Code	
DCE	Current	01/01/2000	/ /	300562	

Buttons: Delete, Audit, **Save**, Save/Close, Close

In the Desktop Database:

- **Click on Academic Program**
- **Click on the Staff Tab**
- **If your Staff Record has already been created , double click on the record to open.**
- **Check the box next to the appropriate Web Account and click Save or Save/Close.**
- **Next time you sync the database with the website you will receive an email with the log in link.**
- **If your Staff Record has not been created, click New on the Staff Tab to create a new Staff Record with your contact information.**



- **Once you have logged in, click on the Help and Support option from the left-hand side menu.**



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Requirement Documents >
Help and Support >

Acadaware Program Help and Support

The Acadaware staff takes a special interest in making our software as easy to philosophy, we have developed various resources to help provide quick and ef Desktop and Web portions of the Acadaware software.

Issue Ticketing System
Quickly and effcently get in touch with a Acadaware Support Representative.

Download
Press Start t

Desktop Software Manual
A comprehensive manual to various task in the desktop component of the software.

- **To download the CE Manual click on Desktop Software Manual.**
- **The PDF will automatically be downloaded**
- **We continue to build and expand our CE manual**
- **The most current version will always be made available to you on the website.**
- **If you have suggestions of topics to add to the manual, please submit those by emailing support@acadaware.com**