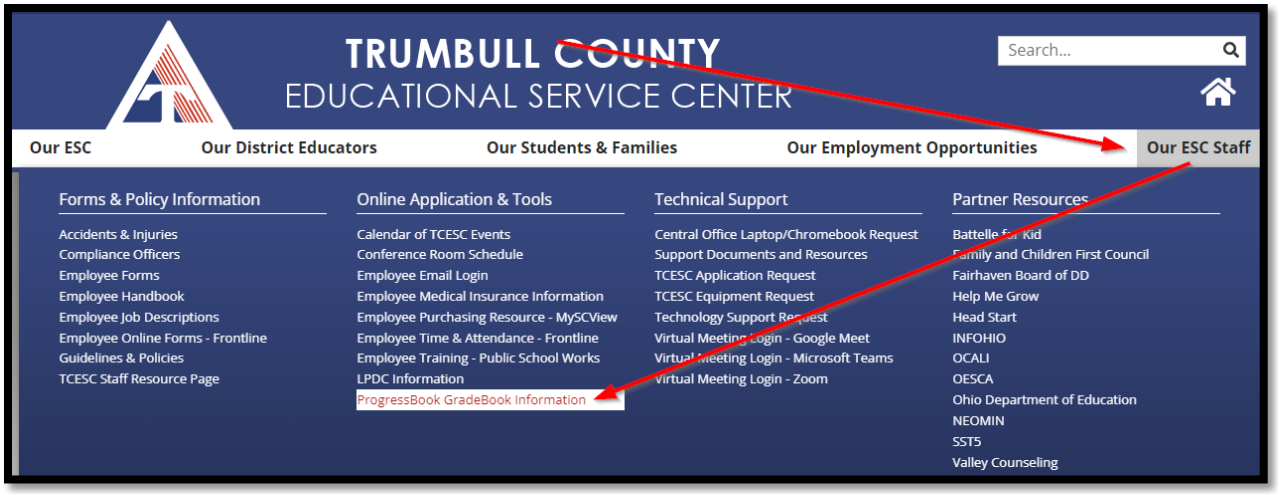
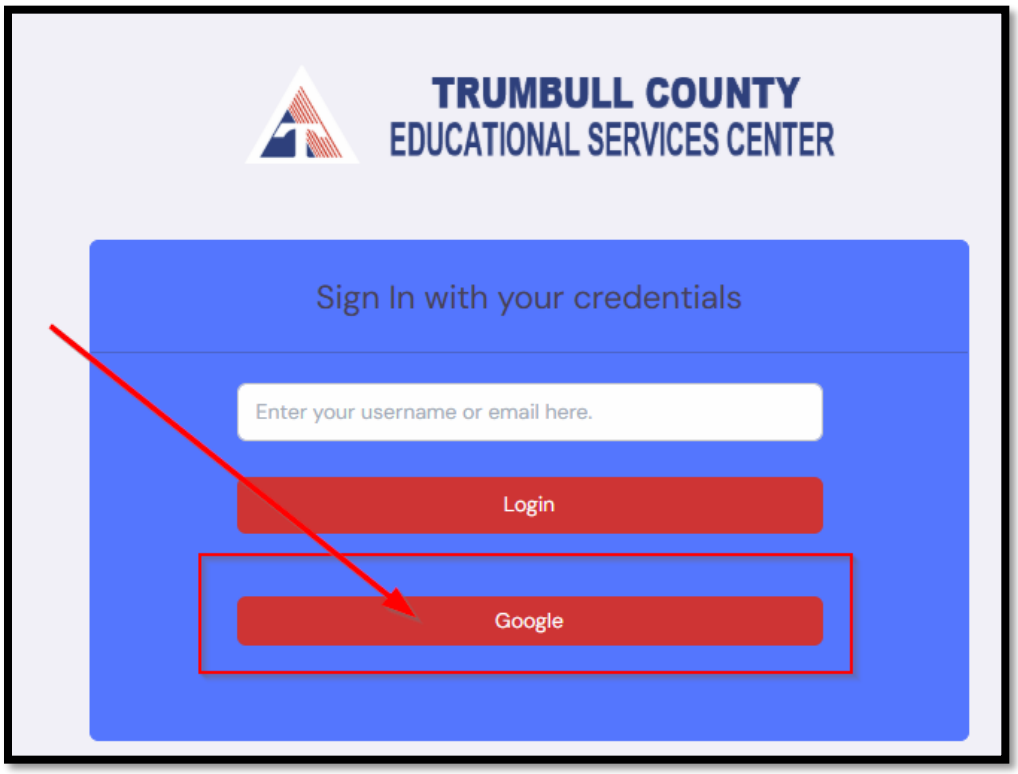
ProgressBook-GradeBook User Access – Part 1 of 2

1. Navigate to the TCESC website: **www.TrumbullESC.org**.

2. Click on the ProgressBook-GradeBook login link found under our website's menu bar **www.TrumbullESC.org >>> Our ESC Employees.**

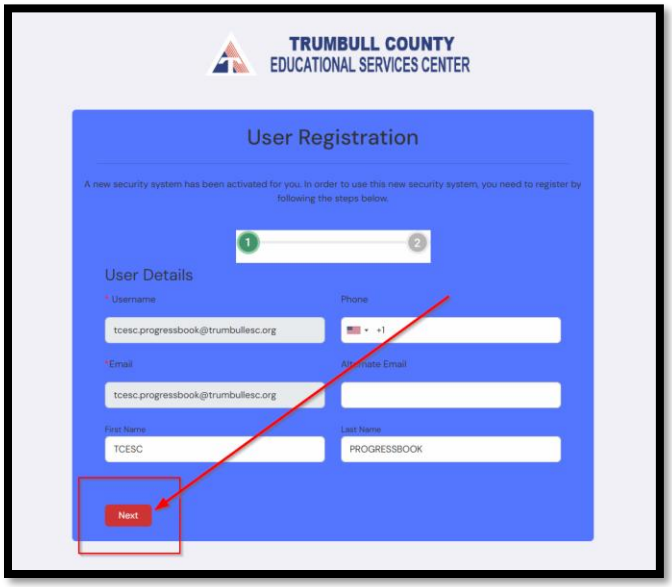


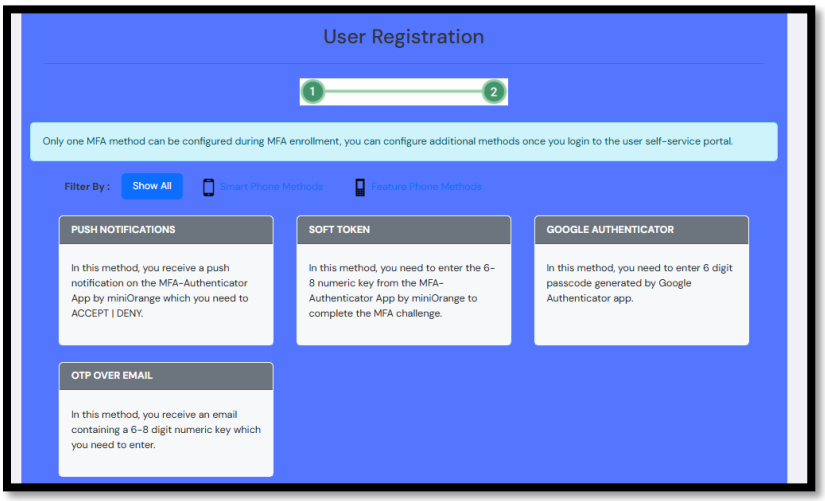
3. Please click on **Google**. *<u>Do not</u> enter any information*.



ProgressBook-GradeBook User Access – Part 1 of 2

4. Select your type of MFA (Multi-Factor Authentication).





Types of MFA to use with miniOrange

- Push Notification
  - Will require install the miniOrange App on your smart phone.
- Soft Token
  - Will require install the miniOrange App on your smart phone. This option provides a code regardless if the phone has cell service or a Wi-fi connection.
- Google Authenticator (other Authenticator apps are acceptable)
  - Can be used with the same Google Authenticator app currently used for your trumbullesc.org email account.
- OTP Over Email
  - Will receive a code sent to your trumbullesc.org email account.

The following pages will walk through the steps for each MFA type. After reviewing the options, please select the option that is best for you.

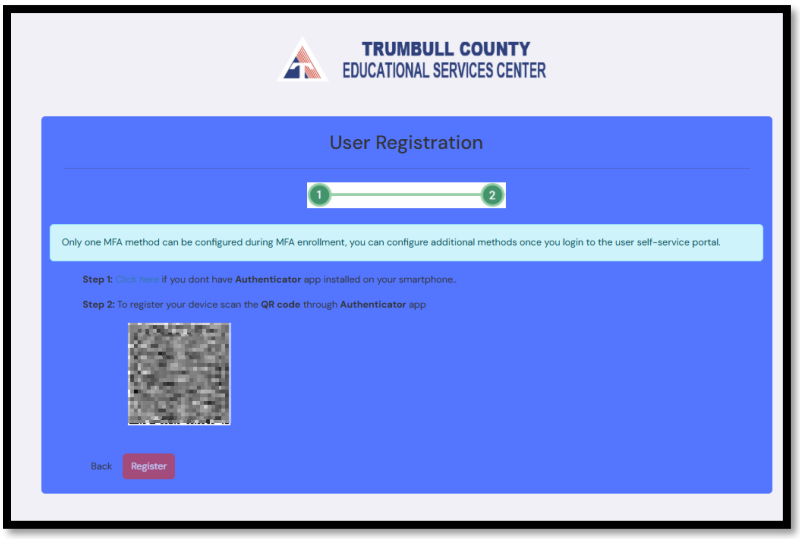
ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use PUSH NOTIFICATIONS or SOFT TOKEN

To use Push Notifications with the miniOrange App, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **PUSH NOTIFICATIONS** button.

2. Follow the steps to install the miniOrange app and configure for MFA.



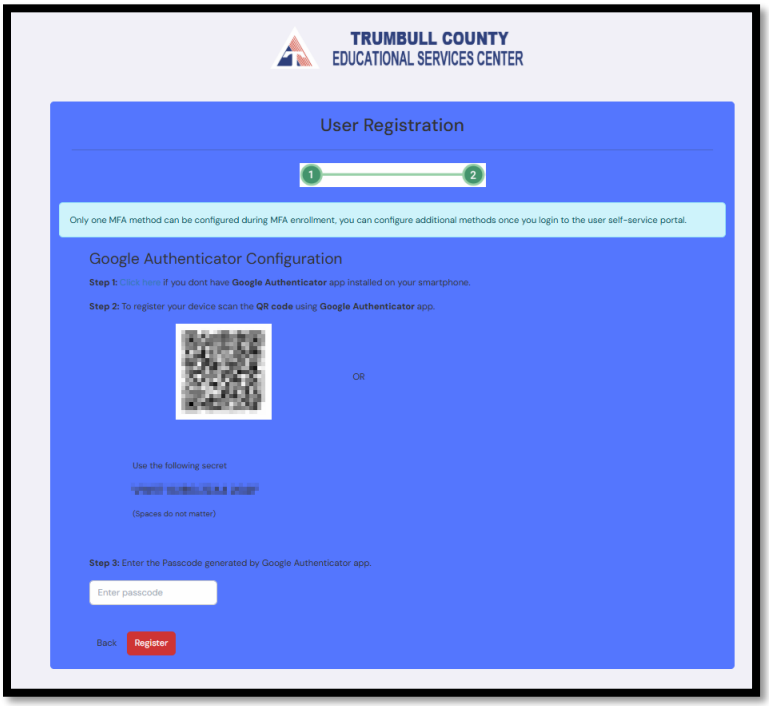
ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use GOOGLE AUTHENTICATOR APP

If you are already using the Google Authenticator App, follow the steps below. If not, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **GOOGLE AUTHENTICATOR** button.

2. Follow the steps to install the Google Authenticator app and configure for MFA.



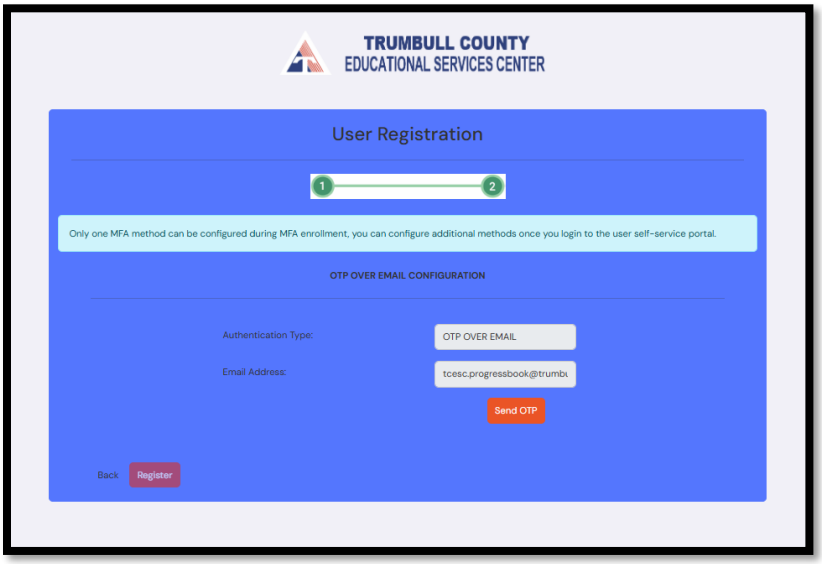
ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use OTP (ONE-TIME PASSCODE) OVER EMAIL

If you are already using the Google Authenticator App, follow the steps below. If not, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **OTP OVER EMAIL** button.

2. Follow the steps to send codes to your **Trumbullesc.org email** and configure for MFA.



ProgressBook-GradeBook User Access – Part 1 of 2

Please select the option that is best for you.

Follow the necessary steps to complete the MFA setup.

Once completed, you will arrive at the miniOrange Dashboard

CONGRATULATIONS! PART 1 – DONE!

PART 1 has been completed.

PART 2 – Accepting the Frontline Invitation and Activating your GradeBook Account

- Access your trumbullesc.org email account.
- Click on the **Frontline Invitation** in your Trumbullesc.org email.
- Follow the instructions in the help document at the following web link: http://www.trumbull.k12.oh.us/Employee_Resources/HOW-TO-DOCS-SUPPORT/ProgressBook_TCESC_Instructions_Part2.pdf