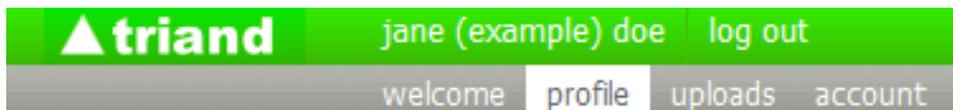




Setting Up Your Profile

Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established properly.

When you log in to Triand, click on your name on the green navigation bar to access the gray submenu. Click on "profile" on the gray submenu.



Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.



Upload photo

First

Middle

Last

Email
What you'll use to log in.

State Where you live (so we know what standards to use).

District

School

Job Title

State-ID
Managed by your State Education Agency.

Save



1. You can make additions or updates to your first, middle & last names.
2. Ensure that your email address, district and school names are correct.
Enter your job title in the appropriate field.
To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from (*the LEA number will appear for districts with same names*).
3. Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
4. If you have a State-ID number, this will be populated for you after the nightly APSCN update.

The screenshot shows a user profile form with the following fields and callouts:

- 1**: Points to the First name field containing "Jane (example)".
- Middle**: An empty text field.
- Last**: A text field containing "Doe".
- 2**: Points to the Email field containing "jane.doe@schoolemail.com". Below the field is the text "What you'll use to log in.".
- State**: A dropdown menu showing "AR - Arkansas". Below it is the text "Where you live (so we know what standards to use).".
- District**: A text field containing "HOT SPRINGS SCHOOL DISTRIC".
- School**: An empty text field.
- Job Title**: An empty text field.
- 3**: Points to the "Upload photo" button and a grey placeholder area for a profile picture.
- 4**: Points to the State-ID field, which is currently empty. Below it is the text "Managed by your State Education Agency.".
- A purple "Save" button is circled in red at the bottom of the form.

After all changes are made, click the "Save" button to save your information.