



ADMINISTRATOR REGISTRATION

Please follow these instructions to begin using your **Kuder Administrative Database Management System® (ADMS)**.

- Go to www.planningyourdreams.org.
- Click on the **Create an Account** button, select **I am an administrator or educator**, and click **Next Steps**.
- Click **Continue** after confirming your user type.
- Complete the registration page, including entering your **Organization Access Code** and **Password**. Write your username and password here for future reference.

Username: _____

Password: _____

- Click **Register** to complete the process.

USING THE SYSTEM

Your administrative database provides system alerts, resource files and links, and access to tools via the top navigation menu:

- **Home** - Navigate the database.
- **Reports** - Get assessment reports, generate usage reports, and access activity progress reports.
- **Tools & Resources** - Utilize resource files, post a message, and more.
- **Administration** - Update account information, manage system users, and manage user access.

SIGNING IN

To re-enter your account, go to www.planningyourdreams.org, click on **Sign In**, then **Administrator Login**, then enter your **username** and **password**.