



ADMINISTRATOR REGISTRATION

Follow these steps to create your **Kuder Administrative Database Management System**[®] (ADMS) account.

- 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, access the Curriculum Manager, 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. Then, click on **Sign In**. Click on **Administrator Login**, then enter your **username** and **password**.