

## MEMORANDUM

**TO:** Principals

**THRU:** Valerie Truesdale, Chief Officer Technology, Personalization and Engagement

**FROM:** Kay Hall, Executive Director, [k.hall@cms.k12.nc.us](mailto:k.hall@cms.k12.nc.us), 980-343-2892  
Donna Jessup, Director, [donna.jessup@cms.k12.nc.us](mailto:donna.jessup@cms.k12.nc.us), 980-343-8122

**DATE:** March 15, 2016

**SUBJECT:** **Home access to Dreambox and Compass Learning**

**ACTION:** **Modify and share with families**

CMS Technology Services continues to make steps towards a single sign on for students and adults to make accessing web-based instructional applications easy. In January, kindergarten through third grade students were provided a unique password as a step toward this goal. Dreambox and Compass Learning logins for students and teachers were changed to the CMS desktop log in. As a result, home access also changed. On a home computer or tablet, students use the same CMS desktop login to log into Dreambox and Compass Learning. Because home computers are not on the CMS network, all usernames must be preceded with `cmssites\` (Example: `cmssites\12345678`). We know it is important for you to communicate this to families; therefore, an attached parent memo with directions has been created for you to modify and send home as needed.

For questions or more information:

**Contact:** Technology Help Desk (980.343.5736 – select option 3)

Thank you for your flexibility and support as we build student use of digital tools.

Dear Parents:

CMS provides digital tools that students can access anytime, anywhere on a device with Internet access. Each application can require a student to know a different username and password. This can be confusing and challenging for any child. A single sign on allows the user to use many different applications with one log in. To support this effort, passwords have been created for Pre-K through third grade students. This will limit the number of logins your child has to remember. Students in all grades will use both a username and password to log into applications on the CMS student portal.



A quick start guide to accessing Dreambox and Compass Learning is included in this memo. A student portal resource page will be available soon on the CMS website to help answer common questions regarding access to the applications.

It is our desire to make these applications easier to access so that your student can spend more time learning anywhere, anytime.

#### **From a desktop or laptop computer**

1. Visit the CMS Homepage from your computer's web browser (Internet Explorer, Chrome, Firefox, or Safari) [www.cms.k12.nc.us](http://www.cms.k12.nc.us)
2. Scroll to Quick Links in the bottom left corner and select Student Portal.
3. Select Dreambox or Compass Learning
4. Log in with the following username and password credentials:

**username:** cmssites\student ID

EXAMPLE: cmssites\12345678

**password:** birthdate as it is in powerschool (yyyymmdd or yymmdd)

EXAMPLE: 20100704 (PreK-3rd grade and any new student after Feb, 10)

EXAMPLE: 100604 (4th-12th grade)



**Tablet and iPad**

## **Access**

These applications must be accessed from the CMS Student Portal via a web browser for a single sign on to work on a tablet or an iPad. A single sign on does not work directly from the Dreambox app; however, the app must be installed prior to use. See directions below.

### **From a tablet for Dreambox and Compass Learning**

1. Visit the CMS Home page from your tablet's web browser (Internet Explorer, Chrome, Firefox, or Safari) [www.cms.k12.nc.us](http://www.cms.k12.nc.us)
2. Scroll to Quick Links in the bottom left corner and select Student Portal.
3. Select Dreambox or Compass Learning
4. Log in with the username and password credentials shown on the front page.
5. You may be prompted to open using the app after logging in through the portal.

### **From an iPad for Dreambox only**

1. Visit the CMS Home page from Safari.
2. Scroll to Quick Links in the bottom left corner and select Student Portal
3. Select Dreambox
4. Log in with the username and password credentials shown on the front page.
5. You may be prompted to open using the app after logging in through the portal.

### **From an iPad for Compass Learning only**

1. Download the Puffin Academy App in the App store.
2. Select the Puffin Academy Portal icon.
3. Search Charlotte in the top right Search field.
4. Select CMS Student Portal and Install.
5. Select the icon for Charlotte-Mecklenburg Schools- Student Portal
6. Select Compass Learning from within Puffin Academy
7. Log in with the username and password credentials shown on the front page.

*Note: Dreambox will not work from the student portal while in the Puffin Academy app.*

### **Video Directions can be found here:**

Compass Learning-

<https://www.youtube.com/watch?v=W1Hrg6NWMwk&list=PLs02Ma9REBnhx4ZpTKd5ROxMNdwPW7XeS&index=2>

Accessing Instructional Applications

<https://www.youtube.com/watch?v=pQsLk03cvRw&list=PLs02Ma9REBnhx4ZpTKd5ROxMNdwPW7XeS&index=3>