

MY Access! Procedures

Username: Permanent Student ID #

Password: Permanent Student ID #

Step 1: Go to the website: <https://myaccess.com> and Login using the info above. Click “yes”.

Step 2: The “Resource and Training Center” link in the top, right corner provides information and support for using the program. Specifically, it would be valuable to check out the “The MY Access! Student Quick Reference Guide” link to assist your use of the program. Reviewing this link NOW will save you time in the long run.

Step 3: Click “Assignments” on the navigation bar at the top of your screen.

Step 4: Review the available Assignment Topics by clicking on the hyper-linked title of the prompt.

Step 5: Select a prompt of your choice by clicking the “Start” button.

Step 6: Click on the “Prompt” button and then click on “Special Instructions” from the drop-down menu. If there are instructions from your teacher, read them carefully.

Step 7: Click on the “Reference” button and review the five resources on the drop-down menu. These tools are designed to help you with your writing and reviewing them will save you time by improving the quality of your writing. For a description of each tool, see the “Student Quick Reference Guide” in the “Resource and Training Center.”

Step 8: Begin writing your essay in the “MY Writing Space.” When you think that you are finished, do the following:

- Click on the “Reference Button” again and click the “Persuasive Writing Checklist.” Can you check every box?
- Use the spellchecker (the button with a checkmark and abc)
- Click on “MY Editor” and read the suggestions. Keep in mind that these suggested corrections may not all apply accurately to your writing. Carefully read each tagged sentence and make changes as necessary.

Step 9: When you are satisfied with your first draft, click on “Submit Writing” and then “Final Submit.” Review the holistic score and five domain scores. You need to earn a 5 or better to earn credit to complete this assignment. If your score is below a five, read on.

Step 10: To revise your writing, click on “Assignments” and click “Start Revision.” Click on “MY Tutor” and choose the category from the drop-down menu that corresponds to the domain with the lowest score. Make changes and continue this process until you are ready to submit your writing again.

Step 11: Continue Steps 9 and 10 until you receive a holistic score of 5 or 6.

Step 12: Print out your essay and your score report and turn in both to your teacher.