

## Logging into RtIB – First Time Users

When you have been activated as a new user, you will receive an activation email from [rtidb@usf.edu](mailto:rtidb@usf.edu) with instructions on how to log into your school account.

**Congratulations - Your RtI:B database account has been activated!**

**Next Steps:**

1. Learn how to use the database (*requires training*)
2. Log-in and **PASS THE DATABASE QUIZ**
  - o Log-in Page: <https://alachua.flrtib.org>
  - o User Name: nportman
  - o Password: 2YTD?UaFx8
3. Start using your account

*\*Check with your school or district administrator to find out your district's plan for database training.*

Learn more about **getting started** with your school's account, download a **study guide** for the quiz, access **help resources**, and/or register for **online training** by visiting our website: <http://www.flrtib.org>.

We hope you enjoy the database- email us anytime!

Log into your school account by clicking on your district log-in link (1), then enter your **User Name** (2) and **Password** (3). As a first time user, you will be required to reset your password (4).

**Account Login**

<b>User Name</b> <small>(Ex: jdoe or jdoe2)</small>	<input type="text"/>	<a href="#">forgot user name?</a>
<b>Password</b> <small>(cAsE sEnSITiVe)</small>	<input type="password"/>	<a href="#">forgot password?</a>
<input type="button" value="Submit"/>		

**New Password Requirement**

You must reset your RtI:B database password before proceeding. The password must meet the following requirements:

- Minimum of 8 characters
- English uppercase letters (A through Z)
- English lowercase letters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters: @ \$ % & / ( ) + ? ' ` \* ~ # ! - \_ . : [ ] \ < > |

Old/Temporary password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

You will be required

**The password requirements are:**

1. Minimum of 8 characters
2. Must contain one or more characters from **ALL** of the following classes:
  - English uppercase letters (A through Z)
  - English lowercase letters (a through z)
  - Numbers (0 through 9)
  - Non-alphabetic characters: @ \$ % & / ( ) + ? ' ` \* ~ # ! - \_ . : [ ] \ < > |

**The Database Quiz**

After you have changed your password, you must pass the database quiz before accessing your school's RtIB account. The database team can help with this, or you can review the RtIB website for [training](#), [study guides](#), and [resources](#).

For additional resources, check our website ([www.flrtib.org](http://www.flrtib.org)), or email the RtIB Database Team at [rtidb@usf.edu](mailto:rtidb@usf.edu) to arrange training.