

Creating an Account

In order to access the Optimal AID database, you will need an account and password. This information will be supplied to you by the Optimal AID administrator. After an account is setup, the information will be emailed to you. Please do not share your account name or password with anyone else.

Having an account will enable you to access the Contract, ISA and Student tools, as well as view, search and print information about all non-public schools and agencies serving Southwest SELPA in general, and those your district contacts with in particular.

Setting up Remote Access and Login in

The Optimal AID database is accessed from a central location available to all SW SELPA school districts. Before logging in to the database for the first time using FileMaker Pro, you will need to enter the database server's internet address and your account information.

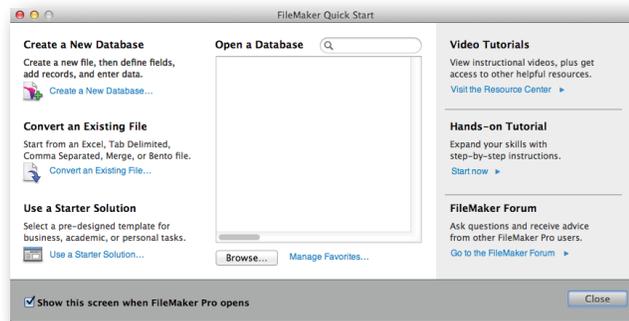
The FileMaker Pro application should already be installed and the license key entered before proceeding with the setup below. If it has not been installed, contact the appropriate person responsible for the installation and maintenance of software in your district.

▶ To set up FileMaker Pro to remotely access Optimal AID:

1. Launch the FileMaker Pro application from your computer.

On a Windows PC, you can find the application in the FileMaker folder in the Program Files directory of your computer. On a Mac, the software is located in the Applications folder. The FileMaker Quick Start window appears as shown in Figure 1.

Figure 1
FileMaker Quick Start screen



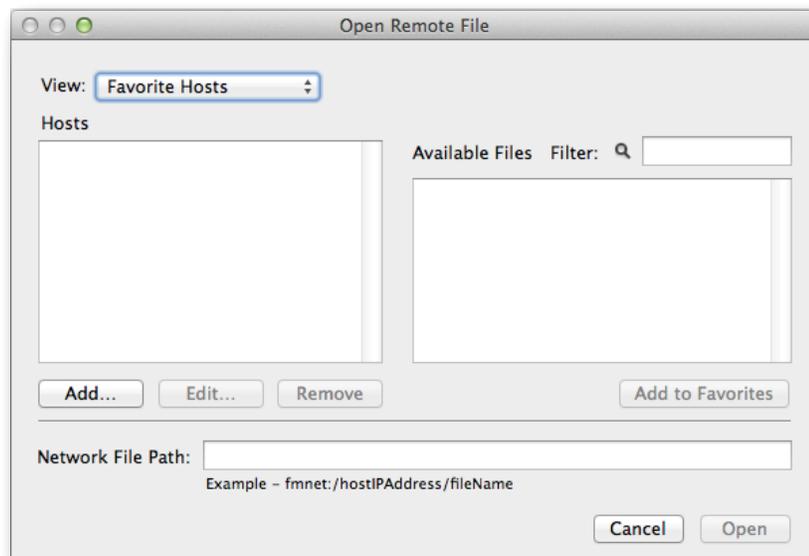
2. Click the Close button to dismiss this window.

After following the setup procedure below, a shortcut to the Optimal AID database will be available from this window. You can also use the Open Recent command from the File Menu.

3. From the File Menu, choose Open Remote...

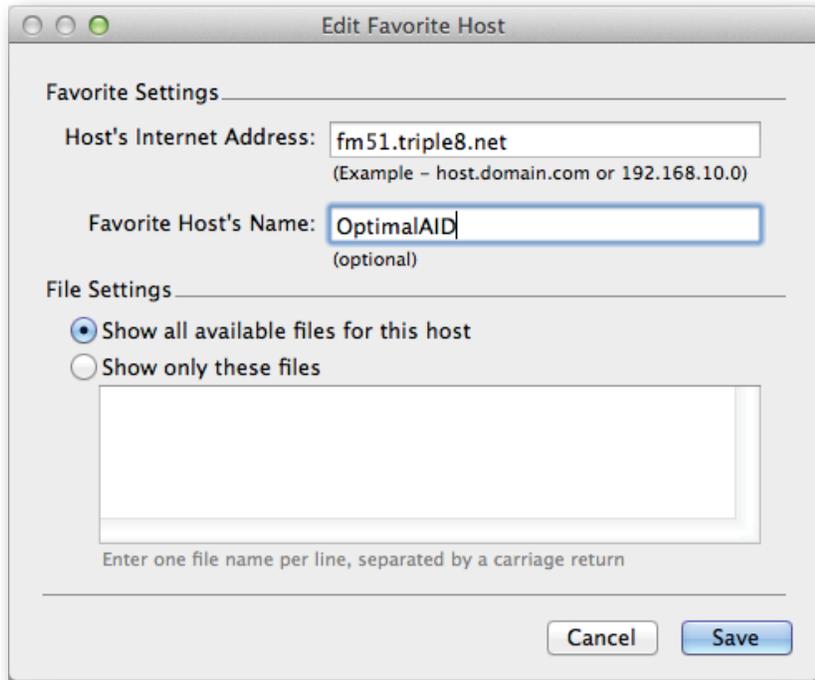
The Open Remote window appears as shown in Figure 2.

Figure 2
Open Remote File window



4. **Select Favorite Hosts from the View pop-up list.**
If this is the first time a host has been added, the hosts list below will be blank.
5. **Click the Add button.**
The Edit Favorite Host dialog window appears as shown below.

Figure 3
Edit Favorite Host window



In the Host's Internet Address field, type:

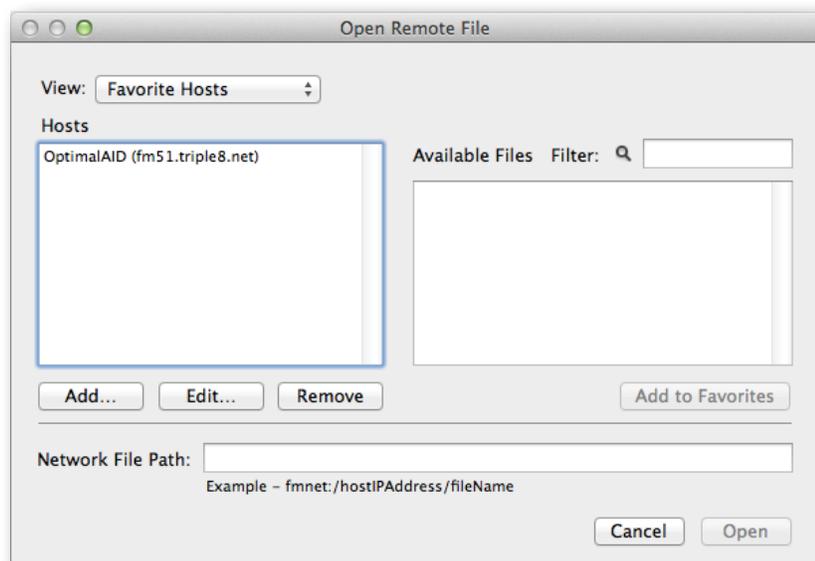
fm51.triple8.net

In the Favorite Host's Name field type:

OptimalAid

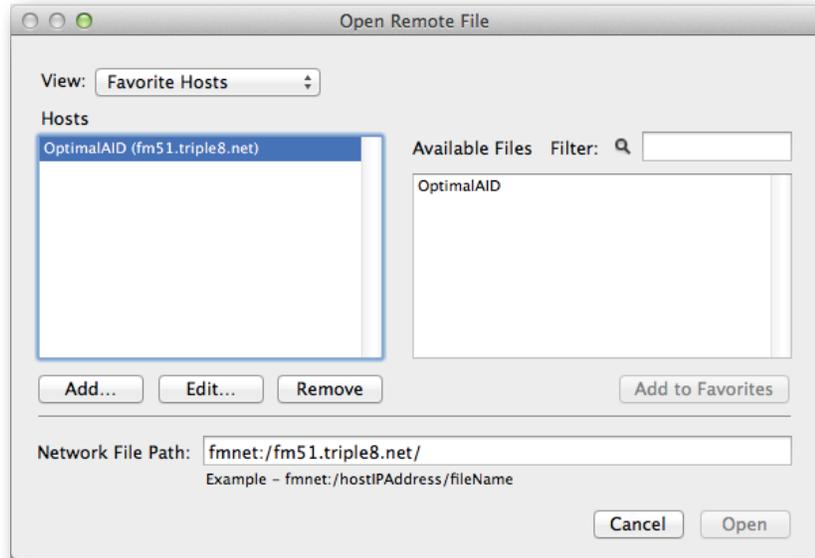
6. **Click the Save button.**
The new host appears in the Hosts list as shown below.

Figure 4
Favorite Hosts list



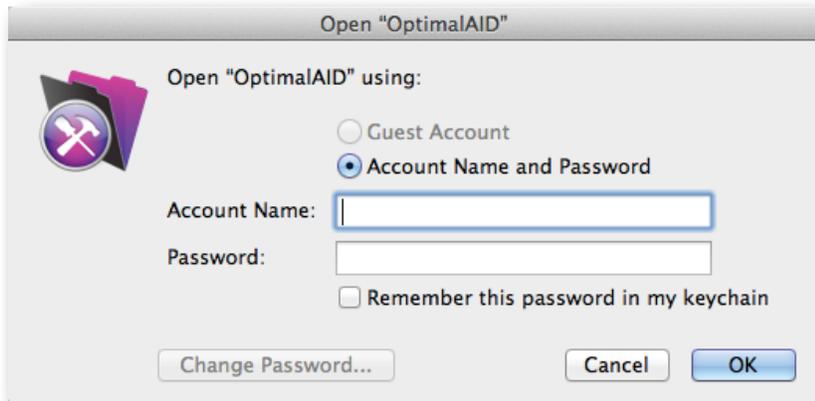
- Click on the host name in the list to select it.
OptimalAID will appear in the Available Files list as shown in Figure 5 below.

Figure 5
Available Files list



- Select OptimalAID from the Available Files list and click the Open button.
The login window for Optimal AID will ask for your Account Name and Password.

Figure 6
Login window



CAUTION: To protect the privacy of the student data contained in the Optimal AID database, do not check the "Remember this password in my keychain" check box. Checking this box will enable unauthorized entry to Optimal AID by anyone with access to your computer.

Your account name and password should have been provided by Southwest SELPA. Make sure to write down the information and keep it in a safe place. If you forget your account name or password, you will need to contact Southwest SELPA to retrieve it. Remember, the password field is case sensitive.

- Enter the information and click OK.
The OptimalAID will open. An overview of the database is provided below.

You will only need to complete the Open Remote setup procedure once. The next time you open FileMaker Pro to access database, Optimal AID should appear in the Open Database list of the FileMaker Quick Start window. Alternatively, you can use the shortcut from the Open Recent command in the File Menu.