Kurzweil 3000

Managing My Account

Revised: January 23, 2018

Log In

There are a number of ways to log in and access your Kurzweil 3000 My Account page:

- In a browser, go to https://www.kurzweil3000.com and log in.
- From Kurzweil 3000 for Windows, choose **My Account** from the **File** menu and log in.
- From Kurzweil 3000 for Macintosh, choose **My Account** from the **Kurzweil 3000** menu and log in.

Forgot Your Password?

1. Click **Forgot Password** from the login page.

2. In the **Forgot Password?** Page, enter the email address associated with your account, then click **Submit**.

3. You will receive an email with a link for resetting your password.

4. Click the link and follow the instructions for resetting your password.
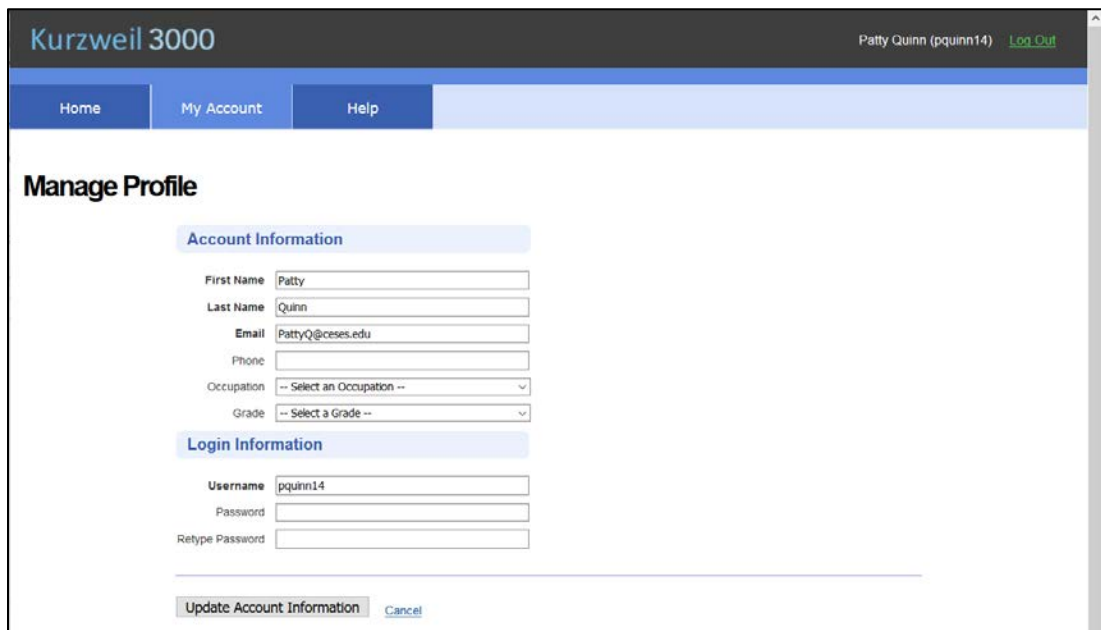
For Students

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see two choices in addition to **My Account**: **Profile** and **My Teams**.

- Click **My Account** to display your account information, including license expiration date and contact information for questions you may have.
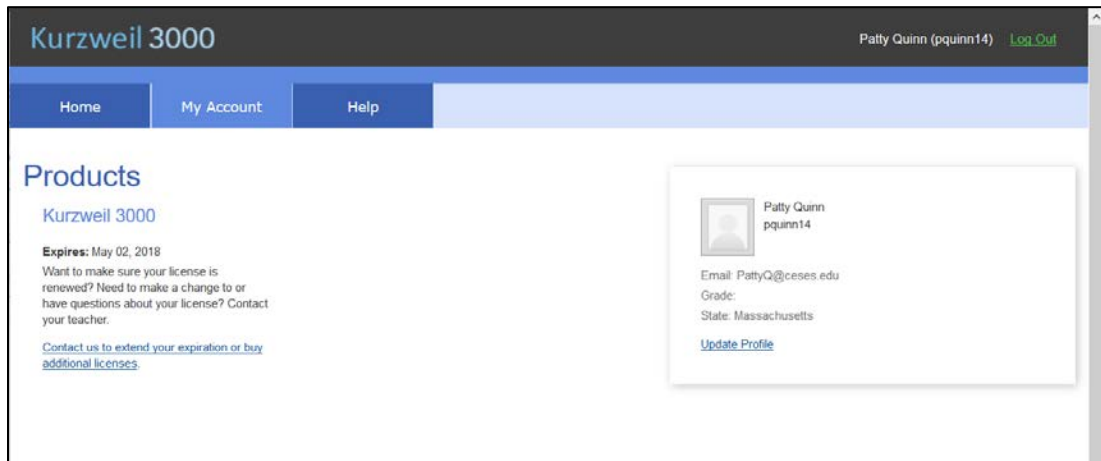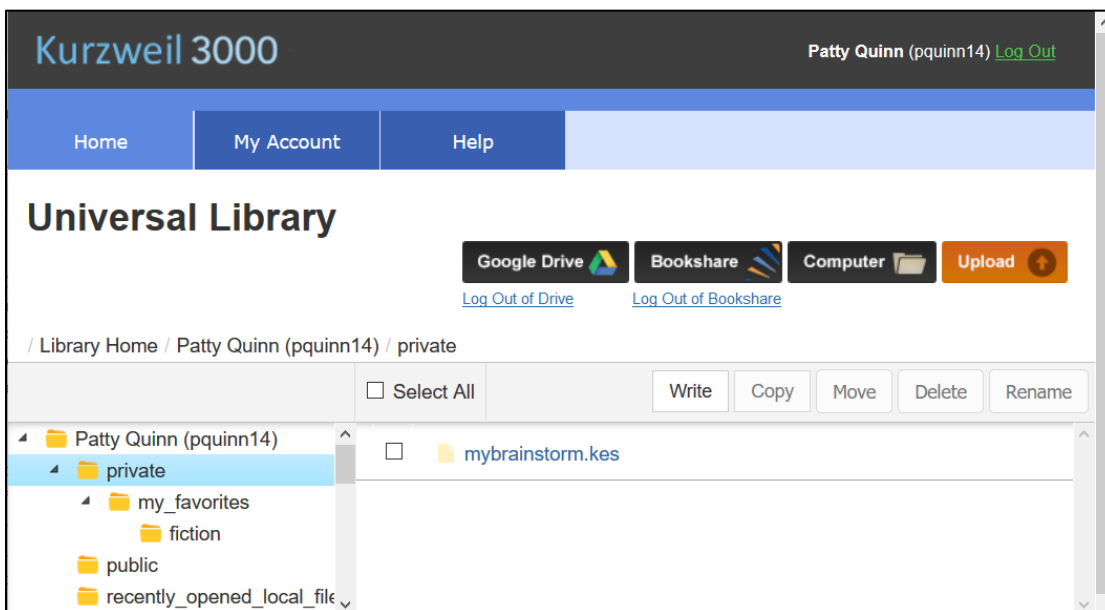

- Click **Profile** to display the information about your account. You can view and change user information such as name, address, occupation, and grade. You can also change your user name and/or password. If you make changes, click the **Update Account Information** button beneath the form.

- Click **My Teams** to display a link to the Team or Teams that you are part of.

Click the link and the Public folder of your Team opens in the Universal Library.

For Administrative Users

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see three choices in addition to **My Account**: **Reports**, **Profile**, and **Users**.
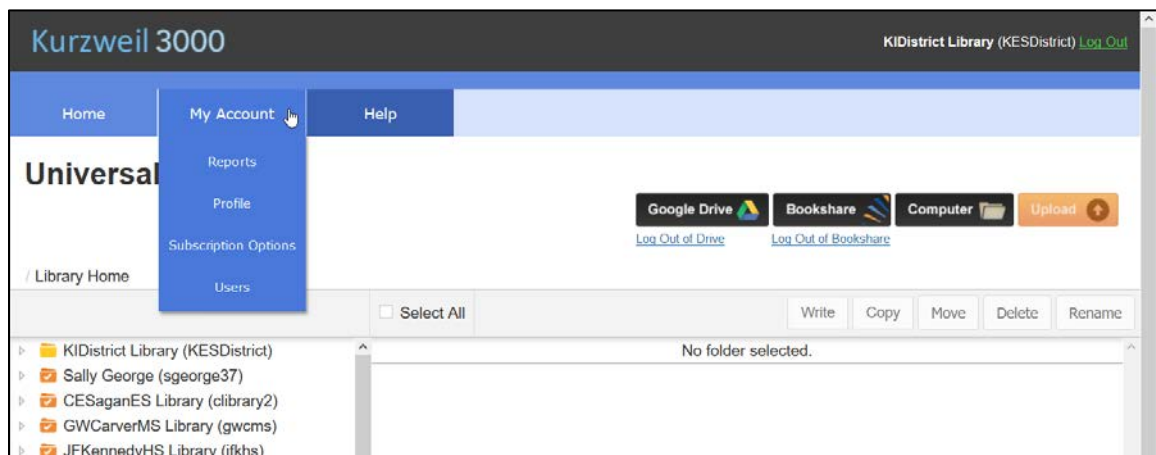
- **My Account** displays information about your account, including license totals and licenses remaining and contact links for questions about or updates to licensing.

- **Reports** takes you to the **Usage Dashboard** where you can run usage reports in selected date ranges.

- **Profile** displays the information about your account. You can view and change user information such as name, address, occupation, school/organization information, and login information. If you make changes, click the **Update Account Information** button beneath the form.

- **Users** takes you to a page where you can manage user information.

See "Usage Reporting" for details on using the Report options and "User and License Management" document for details on using the User management tools.

For Top Level Coordinators

After logging in, hover the cursor over the **My Account** tab to display the drop-down menu. You will see four choices in addition to **My Account**: **Reports**, **Profile**, **Subscription Options**, and **Users**.

- **My Account** displays information about your account, including license totals and licenses remaining and a contact link for questions about or updates to licensing.

- **Reports** takes you to the **Usage Dashboard** where you can run usage reports in selected date ranges.

- **Profile** displays the information about your account. You can view and change user information such as name, address, occupation, and login information. Additionally it includes School/Organization details and Newsletter Preferences. If you make changes, click the **Update Account Information** button beneath the form.

Kurzweil 3000

KIDistrict Library (KESDistrict)   Log Out

Home   My Account   Help

Manage Profile

Account Information

First Name	KIDistrict
Last Name	Library
Street 1	24 Prime Parkway
Street 2	
City	Natick
State/Province	Massachusetts
Country	United States
Zip/Postal Code	01760
Email	KESDistrict@kes.edu
Email Confirm	KESDistrict@kes.edu
Phone	800-547-6747
Fax	
Occupation	Superintendent/Assistant Superintendent/School
Grade	Other

Login Information

Username	KESDistrict
Password	
Retype Password	

School/Organization Selector

Type	○ Public ○ Private ○ College ● Other
State	-- Select a State or Province --
District	
School	
Org Name	KES School District

Newsletter Preferences

☑ Yes, I'd like to receive **special updates** from Kurzweil Education.

Update Account Information   Cancel

- **Subscription Options** opens a page where you can choose (1) whether to have user passwords shown or not shown on the user administration pages for all users in their subscription; (2) whether the Bookshare button will be the Universal Library page; (3) whether to send emails when Teachers and/or Students are added, deleted, or restored; (4) Under **Offline mode** enter the credential duration hours for Kurzweil 3000 for Windows. The default is 96 hours and allows up to 432 hours. (Note that the Offline setting does not apply to Kurzweil 3000 on the Web.) (5) Hide External Id column for SLC Users.

- **Users** takes you to a page where you can manage user information.

See "Usage Reporting" for details on using the Report options and "User and License Management" document for details on using the User management tools.