

## TINA Directions for Survey Takers

Listed below are the instructions for accessing and taking the **Consolidated Federal Programs Needs Assessment Survey**.

You may access the TINA survey by using your web browser. Open your web browser and type in the URL (web address) as listed → <http://www.owledu.com/winona>

The login screen for the TINA software will appear.

Your Username is: xxPARENT where xx is the grade your child is in at school.

Your Password is: *your grade spelled out*

Grade Pre-K Parents: username: PKParent	Password: PREKINDER
Grade K Parents: username: KParent	Password: KINDER
Grade 1 Parents: username: 1Parent	Password: FIRST
Grade 2 Parents: username: 2Parent	Password: SECOND
Grade 3 Parents: username: 3Parent	Password: THIRD
Grade 4 Parents: username: 4Parent	Password: FOURTH
Grade 5 Parents: username: 5Parent	Password: FIFTH
Grade 6 Parents: username: 6Parent	Password: SIXTH
Grade 7 Parents: username: 7Parent	Password: SEVENTH
Grade 8 Parents: username: 8Parent	Password: EIGHTH
Grade 9 Parents: username: 9Parent	Password: NINTH
Grade 10 Parents: username: 10Parent	Password: TENTH
Grade 11 Parents: username: 11Parent	Password: ELEVENTH
Grade 12 Parents: username: 12Parent	Password: TWELFTH

(Example. A Parent with a child in the first grade would have a username of 1Parent and a password of FIRST.)

Please enter the Username and Password and press the [Log On] button.

After you log in correctly, you will see the name of the survey that needs to be taken. To complete the survey, simply click on the [Take Survey] button by the survey.

Proceed through the survey answering the questions as appropriate.

When you have finished answering this survey, you should click on the [Save] button at the bottom of the screen. After saving, please press the [Exit] button to log out. This will ensure that your survey answers are recorded.

Thank you for your participation.

