

## DIRECTIONS FOR ACCESSING THINKGATE

Please see the directions below for accessing Thinkgate from now until the end of school.

To access the Thinkgate website:

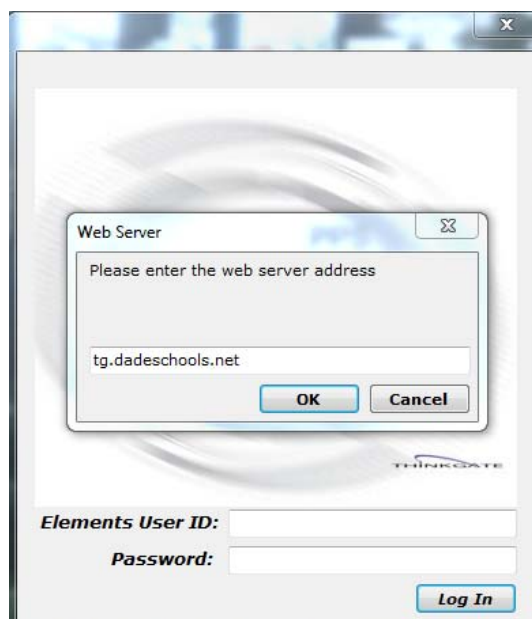
- Type in **TG.Dadeschools.net** in the Firefox web browser
- Click **Enter**



- Type in your **6-digit employee number** in the Username field.
- Type **MiamiDade2015\*** in the Password field ( this is a generic password )
- A screen prompts for you to change the generic password to a new password of your preference

The Thinkgate Scanning Software icon should appear on the desktop of where the Brother scanner is connected.

- Click on the **Elements PPS** (Plain Paper Scanning) icon stored on the desktop
- Hold down the **Ctrl, Shift, and F9** key simultaneously to enter a web server address



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- Type in **TG.dadeschools.net** as the webserver address



- Type in your **6-digit employee number** in the Elements User ID field
- Type in the new password that you created to sign into the Thinkgate website.

**Note:** If for some reason the scanning software does not work, uninstall the software on your computer. Then, go to and reinstall the software using the directions located at [http://it.dadeschools.net/Thinkgate\\_2014/TG%20website%20docs/Install\\_Plain\\_Paper\\_Scanning\\_\(PPS\)\\_Softwarev4-9.pdf](http://it.dadeschools.net/Thinkgate_2014/TG%20website%20docs/Install_Plain_Paper_Scanning_(PPS)_Softwarev4-9.pdf)