To access the Gateway to Data (G2D) website:

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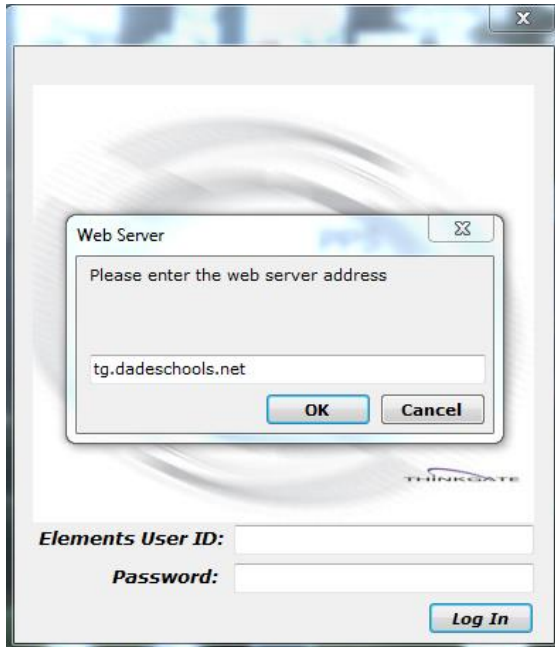

- Type in your **6-digit employee number** in the Username field.
- Type **MiamiDade2015*** in the Password field (this is a generic password)
- A screen prompts for you to change the generic password to a new password of your preference.
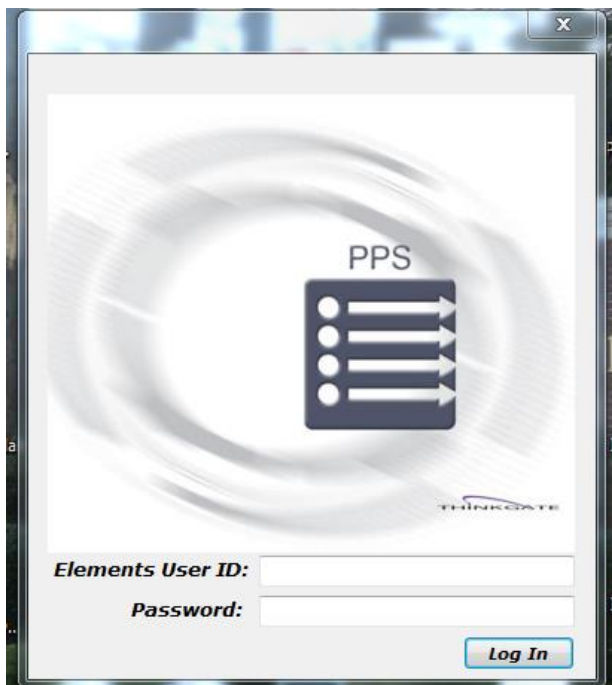
The Thinkgate Scanning Software (utilize the same icon as last year)

Ensure that the Thinkgate Scanning Software is 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

- 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 Gateway to Data (G2D) website.