veracity
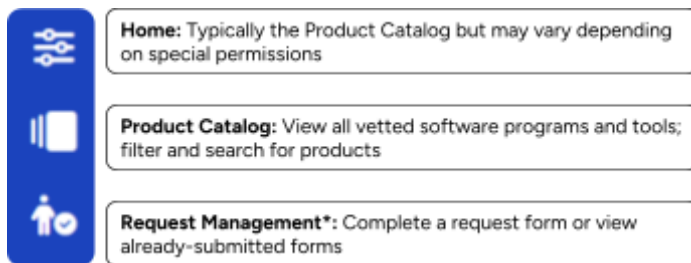
Getting Started with the Veracity TMS

Logging In

After accessing your district's unique login URL, log in with your school SSO account using the larger dark blue button.
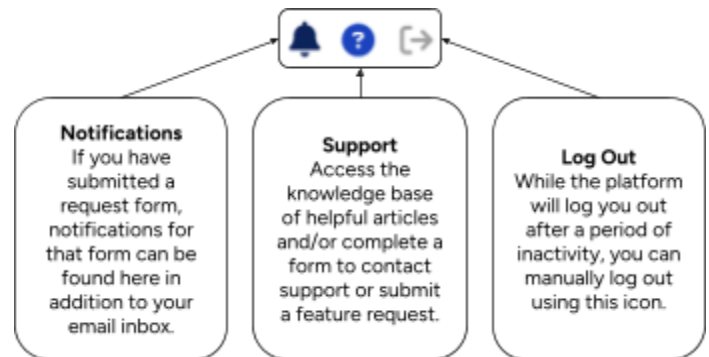
GO TO MY MICROSOFT LOGIN
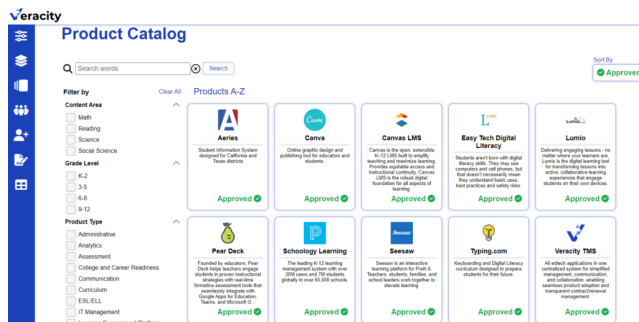
GO TO MY GOOGLE LOGIN

TMS Navigation

Left Navigation Bar

Home: Typically the Product Catalog but may vary depending on special permissions

Product Catalog: View all vetted software programs and tools; filter and search for products

Request Management*: Complete a request form or view already-submitted forms

*if your district has published forms

Upper Right Navigation

Notifications
If you have submitted a request form, notifications for that form can be found here in addition to your email inbox.

Support
Access the knowledge base of helpful articles and/or complete a form to contact support or submit a feature request.

Log Out
While the platform will log you out after a period of inactivity, you can manually log out using this icon.

Using the Product Catalog

- **Search** for a product via the search bar
- **Filter** the product list by checking filter boxes on the right
- **Sort by Approval Status** using the dropdown at the top right of the screen
- Click on a product to view additional details, tutorials, and other resources

Submitting and Viewing Requests

✋ New Request

- Select the **New Request** button (above) and choose the appropriate form based on its description.
- Name the request (often the name of the software tool being requested) and click **Start Request**
- Click on and complete each question. If desired, click in the Comments tab to leave an open-ended comment for the evaluator(s).
- When completed, click **Submit Request**.

You can review the status of previously submitted or incomplete forms by clicking on Request Management and then My Requests.

knowledgebase.veracityvs.com/veracity-tms-for-educators