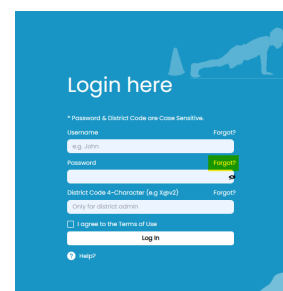


Getting Texas District Administrators Started with FitnessGram®

Step 1: Log In to <https://myhealthyzone.FitnessGram.net/>

- Upon activation, the District Administrators identified on the Intake Form will receive a welcome email from noreply@FitnessGram.net with login credentials.
- Once you are logged in, visit the account icon in the top right corner of your screen to reset your unique password.




Step 2: View District & Schools

Go to the System Administrator tab, select District & Schools, and perform the following tasks.

- **Check Participating Schools list to add or verify School Identifiers.**
 - To add or edit a School Identifier, click the school name and add/edit the ID field. Since you are located in Texas, you will be required to use your county district campus number (CDCN).
- **Check School Year Start Date.**
 - The default setting is July 1st, but the district can adjust to suit your schedule.
 - Test events and classes will archive once this month and day passes that you can access in Reports.

SCHOOLS		
Participating Schools		
SCHOOLNAME	SCHOOL ID	LICENSE(S)
Demo Elementary	DES	GetStartedDistrict (7/18/2023 to 7/17/2024)
Demo High	DHS	GetStartedDistrict (7/18/2023 to 7/17/2024)
Demo Middle	NA	GetStartedDistrict (7/18/2023 to 7/17/2024)

School Year Start Date:

01 July 

Step 3: Import Students, Teachers, and Classes

Importing is recommended for adding rosters. [Find detailed instructions at https://help.fitnessgram.net/](https://help.fitnessgram.net/)

- **Create a File** – Follow Step 2: Create a File with identified fields.
- **Create a File Mapping** – Match fields used in the import file to FitnessGram by creating a new mapping. Leave any fields that aren't in your file on **Select**.
- **Import File** – Import CSV file directly into FitnessGram.
 - A preview screen will appear to verify any errors with your file before it begins processing.
 - FTP credentials for automated imports are available at the bottom of the import page.

Optional for IT Professionals:

[View FTP credentials for automated imports](#)

Step 4: Visit Manage Classes & Manage Users

Once an import has processed, click on the Data Management tab and verify student, class, and teacher assignments added correctly.

Step 4: Share Logins with Teachers

- District Administrators are responsible for providing teachers their username and password, once FitnessGram is ready for them to access.
- Refer teachers to the [help site](#) to learn how to use the software.

For further technical support, please contact the FitnessGram Help Desk: <https://help.fitnessgram.net>