

Requesting an Account for Pinnacle Insight

In order to get access to Pinnacle Insight you will need to complete and print a user agreement. The agreement must be signed by the district superintendent and faxed to Mi-Case before an account can be created.

1. Visit <http://dda.kresa.org/ddasecurity/default.aspx>
You may want to bookmark this address.
2. Complete the *Pinnacle Insight User Login Request* form.

Please note:

If you are a district-level employee and require access to all the buildings, complete the form as follows under *District Information*:

District Information:	
Select district and school you'd like access to.	
County:	St. Joseph ▼
District:	Three Rivers Community Schools ▼
Building:	- None Selected - ▼

If you are an employee assigned to specific building you will need to select a specific school:

District Information:	
Select district and school you'd like access to.	
County:	Kalamazoo ▼
District:	Gull Lake Community Schools ▼
Building:	Bedford Elementary School ▼

3. Click Submit and ***follow instructions for printing, signature of superintendent, and faxing the form to Mi-Case at 269.250.9361.***

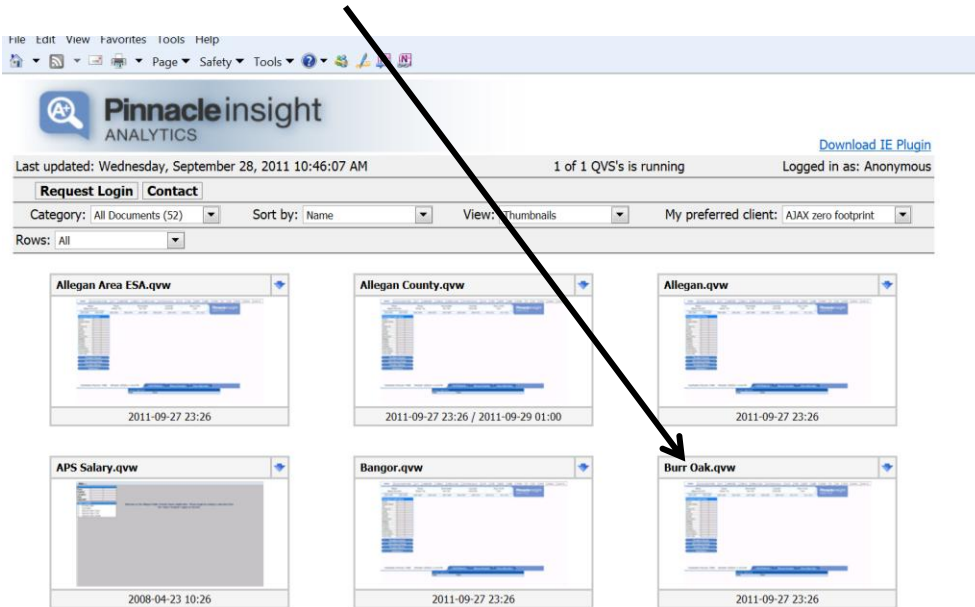
Be sure to record the user name and password you have selected for future reference. Mi-Case expects to activate accounts within 24 hours after receiving your signed agreement.

You will not receive an email alerting you that your account has been set up. Please make a note to login the next business day after submitting your signed agreement.

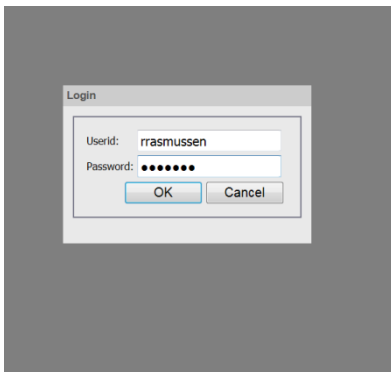
If you need assistance with your user account or need to report an issue, please contact [Dirk Bradley](mailto:dbradley@kresa.org) at dbradley@kresa.org or by phone at 269.250.9250.

Logging in to Pinnacle Insight

1. Visit <http://insight.mi-case.org/insight/>
You may want to bookmark this address.
2. Click on the District you would like to view.



3. Log in and Click OK.



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