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DEDICATED TO TEACHERS™

Getting set up with the Online Data Management System

When you purchase the *Fountas & Pinnell Leveled Literacy Intervention (LLI)* or the *Benchmark Assessment System*, you'll be provided with 12 months complimentary access to the **Online Data Management System (ODMS)**.

The ODMS is a web-based, password-protected resource for teachers and administrators to collect, analyse and report on student and class achievement and track their progress over time.

When you set up the ODMS or LLI online resources, our partner Heinemann Publishing will send out automated emails in order to verify your account.

What if I don't get the email?

We know some Australian customers have found that the Heinemann email address is being blocked by their email filters. This means they aren't getting the automated email from Heinemann when they register.

What can I do about it?

You will need to add Heinemann to your list of "Safe Senders" prior to setting up an account with Heinemann.

Safe Senders is a list in your Outlook email settings that gives your inbox permission to let emails from some addresses through to you, and not to mark them as spam.

If you access emails using Outlook, you can follow these steps to make sure you're getting emails from Heinemann.



Pearson

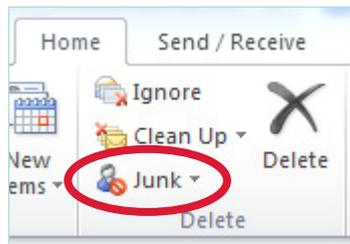
Step 1

In Outlook, click the **Home** tab in the top right corner.



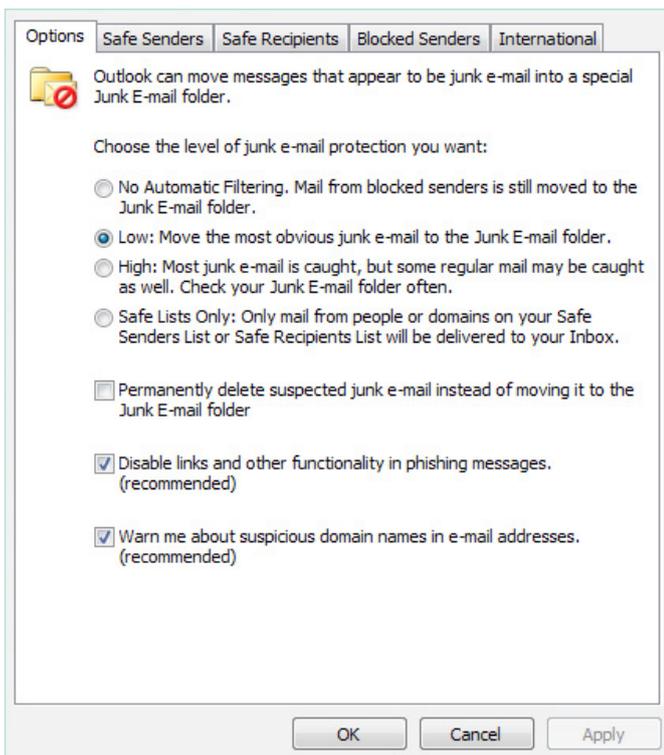
Step 2

Under the 'Home' tab, locate and click the little button called **Junk** and then **Junk Email Options**.



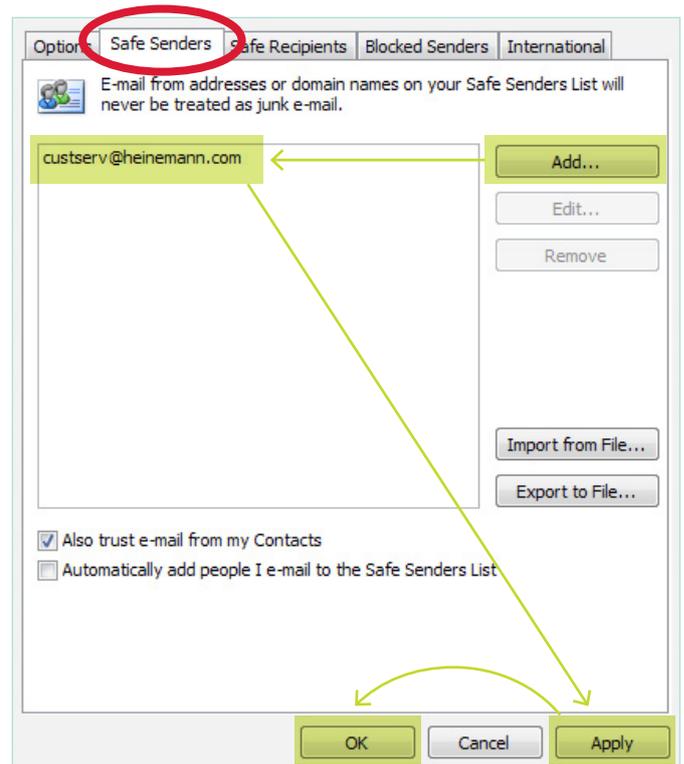
Step 3

You will see a set of options that looks like this:



Step 4

At the top of this section, click the second tab — **Safe Senders**.



Step 5

Click **Add** and enter the following email address: custserv@heinemann.com

Step 6

Once you've done that, click **Apply** to save your changes and click **OK** to close this window.

You'll now be able to register with Heinemann and receive your welcome emails so you can get started with ODMS!

Need more help?

Please contact our Heinemann US partner for extra support:

Login to ODMS: <https://fpdms.heinemann.com/#/public/login>

Start-up guide: <https://fpodms.helpdocsonline.com/home>

Online form: <https://www.heinemann.com/support.aspx>

Email: custserv@heinemann.com