

Logging In to HeadMaster for the First Time

Once you have connected to the HeadMaster database, you can log into HeadMaster

1. Open HeadMaster.
2. In the User name field, enter **HMAAdmin**.
3. In the Password field, enter **school**.
4. In the Dataset list, select **School**.
5. Click **OK**.
6. To change the password for HMAAdmin, click **Tools > User Administration**.

A great way to learn HeadMaster is by experimenting with the demo data set included with the program. Then, when you're ready to start working in HeadMaster, you can switch to your organization's data set, customize the program to meet your needs, and begin entering your data.

1. Open HeadMaster.
2. Enter your **User name** and **Password**.
3. In the Dataset list, select **Demo**.
4. Click **OK**.