



IDEA ACADEMIC PORTAL

GETTING STARTED GUIDE FOR STUDENTS

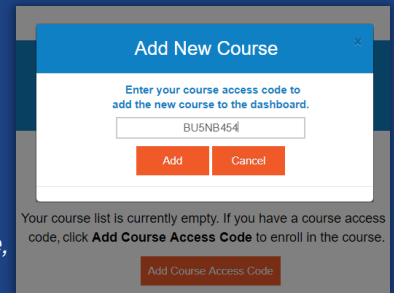
REGISTER ACCOUNT

1

Create a new account to access **IDEA** and other resources for your class.

- Visit academicportal.casewareanalytics.com and click the **Students and Learners** tab. Click **Register** to create an account.
- Enter the required information, agree to the terms and conditions, and click **Submit**.
- Add a **Course Access Code** to join a class.

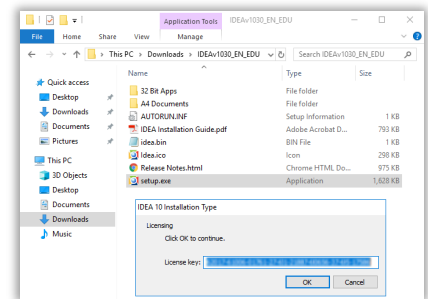
Your professor will either email you a link to automatically add the course access code, or provide the course access code for you to enter manually.



DOWNLOAD AND INSTALL IDEA

2

- Log into the IDEA Academic Portal, and click the **Download** button in the Download IDEA tile.
- Run** the installer, and follow the prompts to extract the files. Open the extracted folder and double-click on **setup.exe**.
By default, the extracted folder will be created in your Downloads folder.
- Follow the prompts to **install IDEA**.
Read and agree to the license terms and complete the installation.

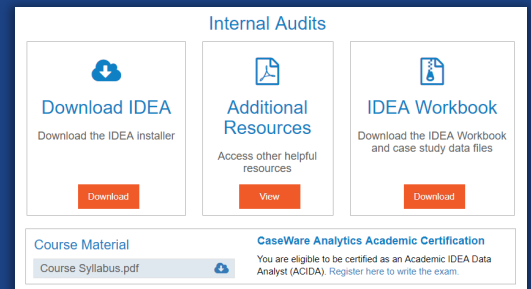


ACCESS COURSE MATERIALS

3

Download the IDEA Workbook and course materials.

- Log into the IDEA Academic Portal at academicportal.casewareanalytics.com and click on your course.
- In the **IDEA Workbook** tile, click **Download** to access the document.
- Download files provided by your professor under **Course Material**.
*For more resources on IDEA, click on the **Additional Resources** tile.*



IDEA WORKBOOK AND ACIDA CERTIFICATION

The IDEA Workbook contains instructions and exercises that will help you learn how to use IDEA tasks to perform advanced data analysis techniques. Your professor may assign some or all of the workbook as part of your course.

If you complete the IDEA Workbook, consider taking the ACIDA to become an **Academic Certified IDEA Data Analyst**.