


## Logging In to HeadMaster for the First Time

Once you've 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**.

### Useful Information

 When you log in to HeadMaster for the first time, we recommend that you create an administrator account. The administrator account can access all areas of the program and is the only account that can create other user accounts.

A great way to learn HeadMaster is by experimenting with the demo dataset included with the program. Then, when you're ready to start working in HeadMaster, you can switch to your organization's dataset, 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**.