

Creating An Account With Bartlett

1. Go to www.bartinst.com.
2. In the top right hand corner, click on Login.
3. Then, on the left hand side of the login screen, press the Sign Up link to begin the process.
4. At the Sign Up screen, enter your email address, password (this will be a temporary password and will be changed once your account has been confirmed), and check the "I'm Not A Robot" box.
5. Once you've entered in your information and read the terms and conditions, press the Sign Up button. An email will then be sent to you with further instructions to create your account.
6. Once you receive the email, there will be a link in it that says "Confirm My Account".
7. Upon clicking on the link, you will be taken to the Bartlett Log In page where you can Log In using the email and password you just created.
8. After entering your email and password, it will ask you to change your password and reconfirm the Terms & Conditions. (You can use the same Password if desired)
9. Then, press the "Update" button to complete setting your account up. (At this point, you can either continue to use your computer to connect your controllers, or use the Kiln Aid phone app)
10. Next, you can connect your first controller by pressing the "Connect A New Kiln Controller" button. ("Add a Kiln" on the Kiln Aid phone app)
11. Enter the name you would like to call the kiln, the Mac Address, & Serial Number - Both of which can be found in the Data Menu of the controller. To find the Mac Address and Serial Number, press the "Menu" button, then press "Data Menu", scroll down until you see "Kiln Info" and press that button.
 - a. If the Serial Number line is blank, you will need to enter one in the controller. To do so, go back to the main menu screen and scroll all the way to the bottom until you see Serial Number. Enter in the new Serial Number - Please use the format mmddyyyy for the Serial Number.
 - b. If you've manually entered your Serial Number, you will need to email megan@bartinst.com with your Mac Address and Serial Number so we can get your controller in our system.
12. After you've entered your controller's information, press the "Add" button to claim your kiln controller and begin monitoring.
 - a. If you get a message that says "Sorry the information you entered does not match any of our kiln controllers", check to make sure you've entered this information correctly. If everything is correct, please email us at megan@bartinst.com with your Mac Address and Serial Number so we can help you get your controller registered and in our system.
13. If you have any additional controllers to add, repeat the previous steps to continue adding the controllers to your account.
14. Once you are finished, you can check the status on each controller, by clicking on the name of the controller.