MyNAEP District Registration Instructions
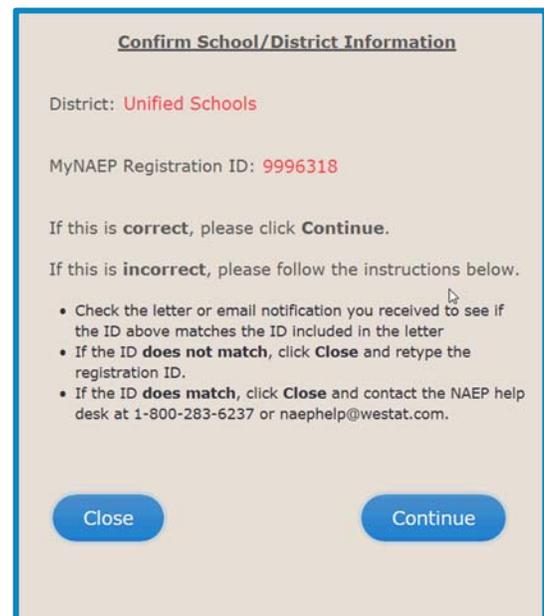
1. Go to https://www.mynaep.com and select the **Please register** link.
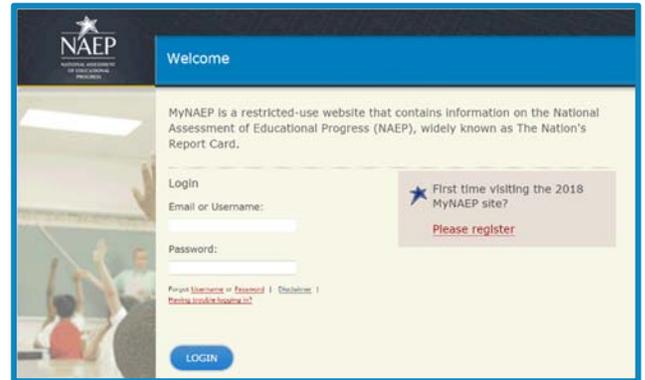
2. Enter your district MyNAEP Registration ID and select **Continue**.

3. A confirmation window will appear to ensure that you are registering for the correct district. Select **Continue** if the information is correct. If the information is incorrect, follow the instructions in the window and select **Close**.

4. The registration form will appear. Enter your name, phone number, and email address.

5. Create your own password **using the following criteria**.
   a. Must have 8-14 characters
   b. Needs **at least one of each**:
      i. uppercase letter
      ii. lowercase letter
      iii. numerical digit
      iv. special character (*!,~%@#$%?^+=&)
         Sample password:
         KnightsR#1

6. **Make sure to remember your password** – write it down if necessary. Select **Register**.

7. Write down your assigned username. You will need your username or email **and** password to access MyNAEP throughout the year. Select **Continue**.

8. All district personnel that register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.

9. Access individual school MyNAEP sites with the drop-down menu.