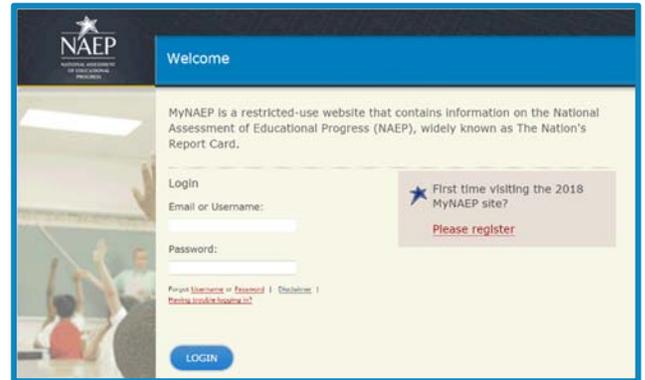


MyNAEP District Registration Instructions

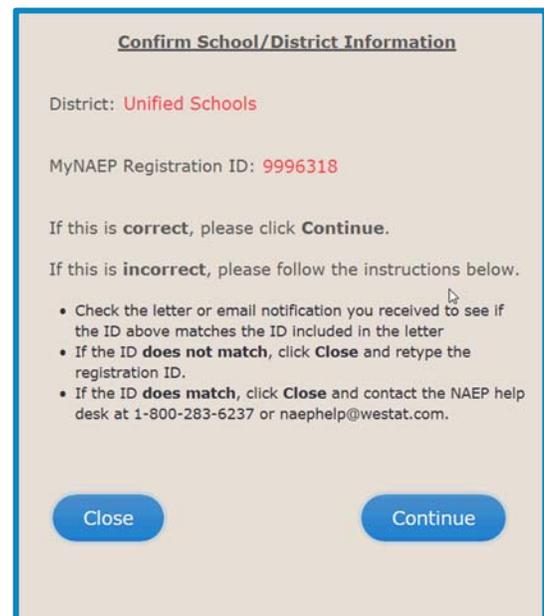
1. Go to <https://www.mynaep.com> and select the **Please register** link.



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**.

MyNAEP Registration

District: Unified Schools
District ID: 9996318

Prefix: None/Other

First Name: Last Name:

Telephone: (XXX) XXX-XXXX Extension:

Email (Work): Confirm Email:

Create your own password using the following criteria:

- Must have 8-14 characters
- Must have **all of the following:**
 - Uppercase (letter)
 - Lowercase (letter)
 - Numerical (digit)
 - Special character (*!, ~%#@#\$%^ += &)

Sample password: KnightsR#1

Password: Confirm Password:

Register

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

MyNAEP Registration

Your username is: sjimenez

You can use your username or email address to log on to MyNAEP. **Please remember your password!**

If you are a principal or school coordinator who is responsible for more than one school, please use the **Continue** button below and select the **Register More Schools** option on MyNAEP's left menu.

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.

