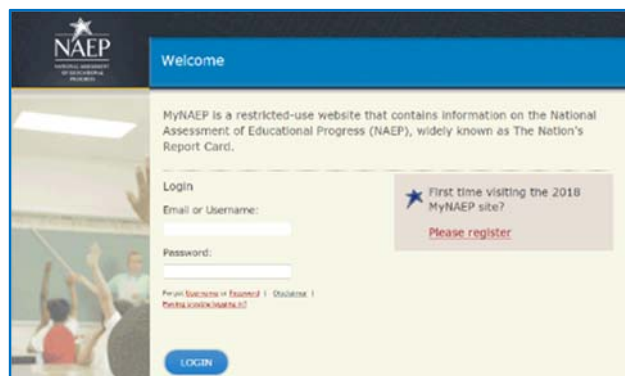


MyNAEP School Registration Instructions

1. Go to www.mynaep.com and select the **Please register** link.



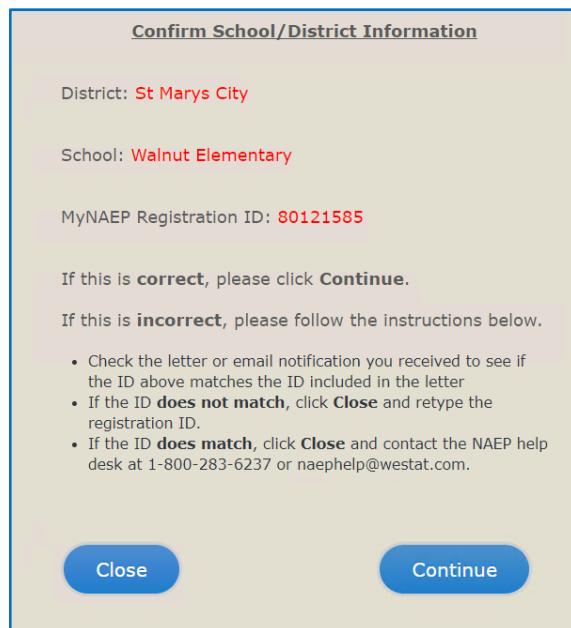
The screenshot shows the MyNAEP Welcome page. It features a blue header with the NAEP logo and a 'Welcome' message. Below the header, there is a description of MyNAEP as a restricted-use website. A 'Login' section includes fields for 'Email or Username' and 'Password', with a 'LOGIN' button. To the right, a message states 'First time visiting the 2018 MyNAEP site?' with a 'Please register' link. A sidebar on the left shows a classroom scene.

2. Enter your school MyNAEP Registration ID and select **Continue**.



The screenshot shows the MyNAEP Register page. It has a blue sidebar with the 'MyNAEP' logo. The main content area is titled 'Register' and includes the text 'First time visiting the 2018 MyNAEP site? Please register by entering your assigned MyNAEP Registration ID'. There is a text input field for the 'MyNAEP Registration ID' and a 'Continue' button. A 'Registration Help' link is also present. At the bottom, there is a small note about contacting the NAEP help desk.

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



The screenshot shows a 'Confirm School/District Information' window. It displays the following information: District: **St Marys City**, School: **Walnut Elementary**, and MyNAEP Registration ID: **80121585**. Below this, it asks 'If this is correct, please click Continue.' and 'If this is incorrect, please follow the instructions below.' The instructions include:

- Check the letter or email notification you received to see if the ID above matches the ID included in the letter
- If the ID **does not match**, click **Close** and retype the registration ID.
- If the ID **does match**, click **Close** and contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.

 At the bottom, there are two buttons: 'Close' and 'Continue'.

4. Indicate whether you are the principal or the school coordinator (or both).

Principals and school coordinators are the only school personnel with full access to MyNAEP.

MyNAEP Registration

Are you the principal at John Smith High School?

☐ Yes
☒ No

Exit Continue

MyNAEP Registration

Are you the assigned NAEP School Coordinator for John Smith High School? The school coordinator will be the main contact for NAEP staff, and will be responsible for completing all assessment preparation tasks.

☒ Yes
☐ No

Back Continue

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

6. Create your own password **using the following criteria.**

- Must have 8-14 characters
- Needs **at least one of each:**
 - uppercase letter
 - lowercase letter
 - numerical digit
 - special character (*!,~%@\$%?^+=&)

Sample password:

KnightsR#1

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

MyNAEP Registration

District: Unified Schools
School Name: John Smith High School
MyNAEP Registration ID: 12345678

First Name: Last Name:

Telephone: (XXX) XXX-XXXX Extension:

Email: Confirm Email Address:

Create your own password using the following criteria:

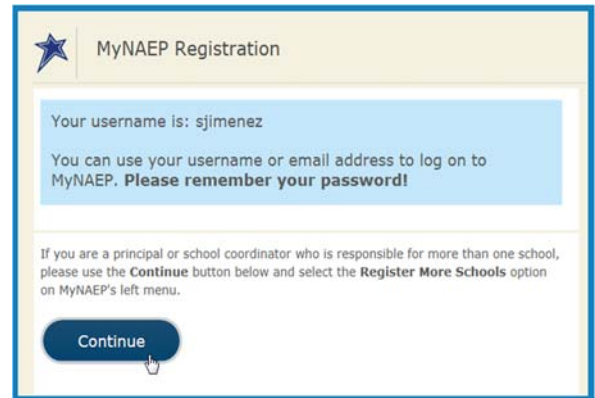
- Must have 8-14 characters
- Must have **all of the following:**
 - Uppercase letter
 - Lowercase letter
 - Numerical digit
 - Special character (*!,~%@\$%?^+=&)

Sample password: KnightsR#1

Password: Confirm Password:

Register

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



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



10. If you are a principal or school coordinator **who is responsible for more than one school**, select **Register More Schools** from MyNAEP's upper right-hand menu and enter the additional school registration ID(s), one at a time. Afterwards, you will be able to access all of your assigned schools with a drop-down menu.

