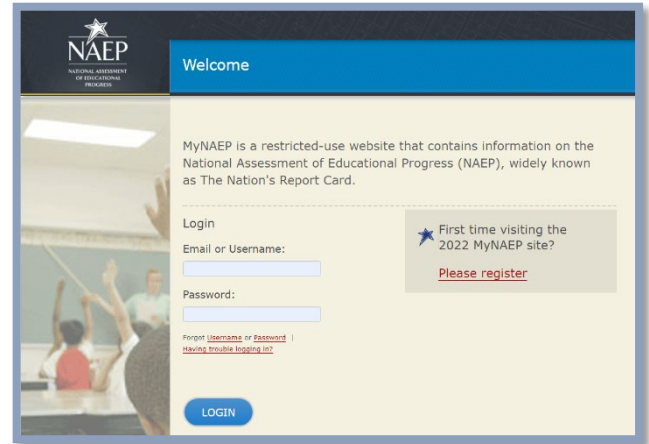


# MyNAEP Registration

## Instructions for Schools

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

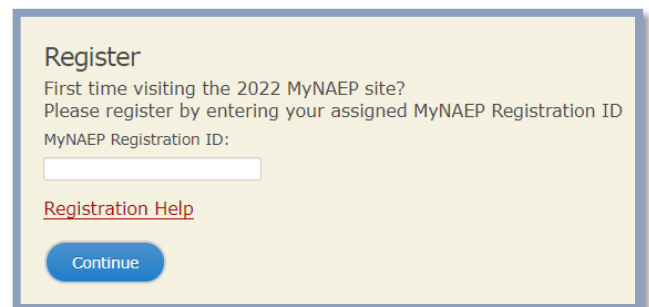
Figure 1



The screenshot shows the MyNAEP Welcome page. On the left is a photo of students in a classroom. On the right, there is a 'Welcome' header, a brief description of the site, and a 'Login' section with fields for 'Email or Username' and 'Password'. A blue 'LOGIN' button is at the bottom. A callout box on the right asks 'First time visiting the 2022 MyNAEP site?' and includes a red 'Please register' link.

2. Enter the registration ID for **school name** (XXXXXXXX) and select **Continue**.

Figure 2



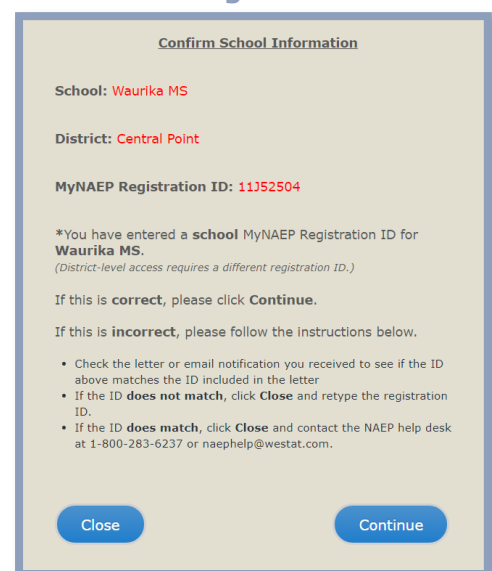
The screenshot shows the MyNAEP Register page. It has a 'Register' header and text asking the user to register by entering their assigned MyNAEP Registration ID. There is a text input field for the 'MyNAEP Registration ID'. Below the field is a red 'Registration Help' link and a blue 'Continue' button.

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 **Cancel**.

Figure 3



The screenshot shows the 'Confirm School Information' window. It displays the following information: School: Waurika MS, District: Central Point, and MyNAEP Registration ID: 11J52504. Below this, it states: '\*You have entered a school MyNAEP Registration ID for Waurika MS. (District-level access requires a different registration ID.)'. It then provides instructions: 'If this is correct, please click Continue.' and 'If this is incorrect, please follow the instructions below.' followed by a bulleted list of steps to verify the ID. At the bottom are blue 'Close' and 'Continue' buttons.

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.**

Figure 4

The figure shows two sequential steps of the MyNAEP Registration process. The top form asks, "Are you the principal at Waurika MS?" with radio buttons for "Yes" and "No" (selected). It has "Exit" and "Continue" buttons. The bottom form asks, "Are you the assigned NAEP School Coordinator for Waurika MS? The school coordinator will be the main contact for NAEP staff, and will be responsible for completing all assessment preparation tasks." with radio buttons for "Yes" and "No" (selected). It has "Back" and "Continue" buttons.

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

6. Create your own password **using the following criteria** (see Figure 5).
- 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.

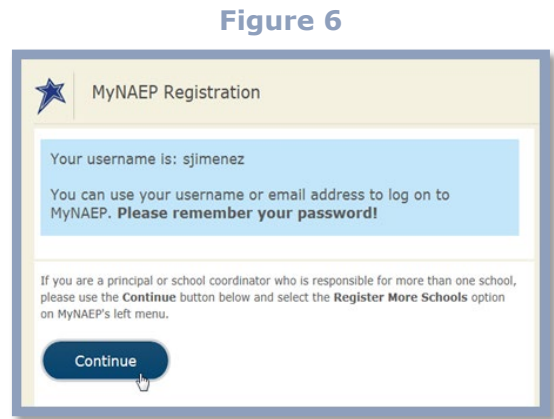
Select **Register** (see Figure 5).

Figure 5

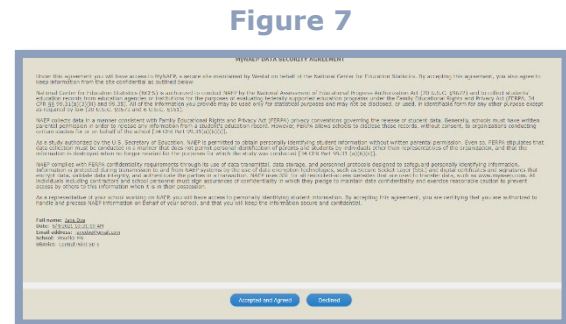
The figure shows the MyNAEP Registration form with the following details: District: Central Point, School Name: Waurika MS, MyNAEP Registration ID: 11J52504. The Prefix dropdown is set to "None/Other". The First Name and Last Name fields are empty. The Telephone field is labeled "(XXX) XXX-XXXX" and the Extension field is empty. The Email (Work) and Confirm Email fields are empty. The password creation section includes the criteria: "Must have 8-14 characters" and "Must have all of the following: Uppercase (letter), Lowercase (letter), Numerical (digit), Special character (\*!,~%@\$%?^+=& )". The sample password is "KnightsR#1". The Password and Confirm Password fields are empty. The Register button is at the bottom.

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

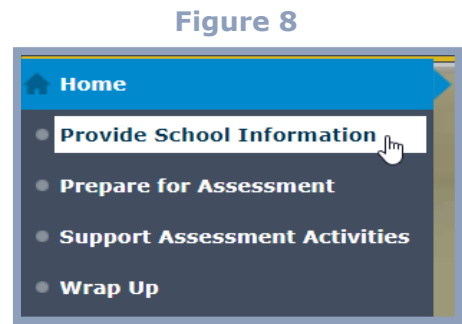
Select **Continue**.



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

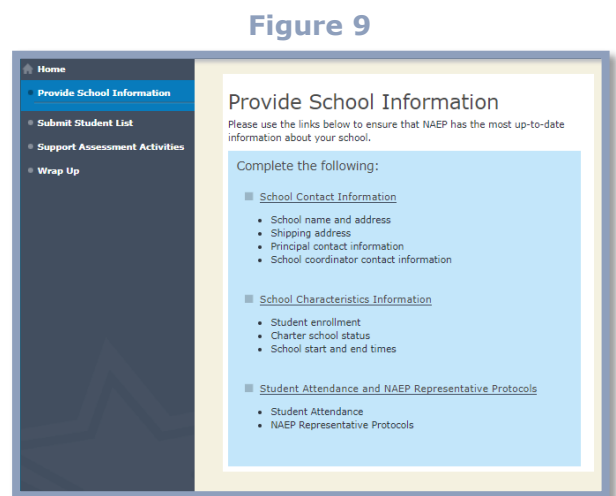


10. Select **Provide School Information** from the left-hand menu.



11. Use the links to **confirm or enter** the following information. **Please complete this section one time.** Your NAEP Coordinator will be alerted each time you make a change, and they have to review and approve every entry.

- a. **School Contact Information**
  - i. School name and address
  - ii. Shipping address
  - iii. Principal (name, email, phone)
  - iv. School coordinator (name, email, phone)
- b. **School Characteristics**
  - i. **Grade or Age** X student enrollment



- ii. Is your school a charter school? Yes/No
- iii. School start and end times for **scheduled assessment date**
- iv. Date school adjourns in December for winter break
- v. Date school returns from winter break in January

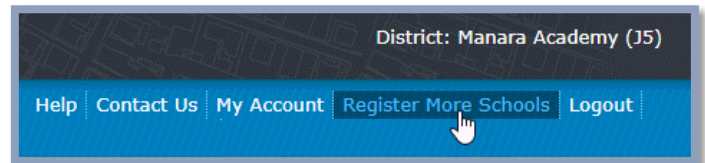
**c. Student Attendance and Schedules**

- i. What days of the week do **grade or age X** students attend school in your school building?
- ii. How many enrolled **grade or age X** students currently attend school full time **remotely/virtually**?
- iii. How many enrolled **grade or age X** students currently attend school **in person** (full time or at least one day a week) in your school building?
- iv. Do any state/district policies require a negative COVID-19 test or vaccination for NAEP representatives?

12. Special situations:

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 registration ID(s), one at a time. Afterwards, you can access all of your assigned schools with a drop-down menu (see **Figures 10 and 11**).

**Figure 10**



**Figure 11**

