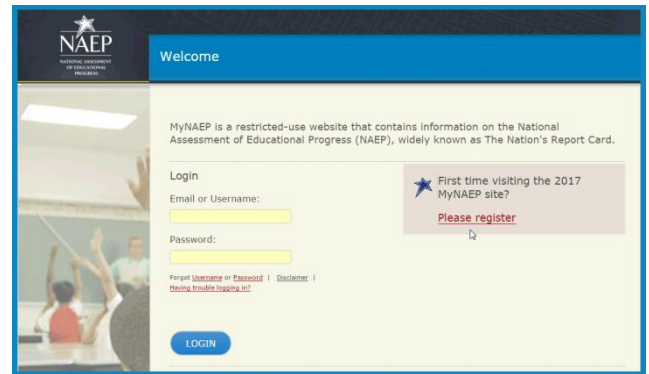


MyNAEP Registration Instructions

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

Figure 1



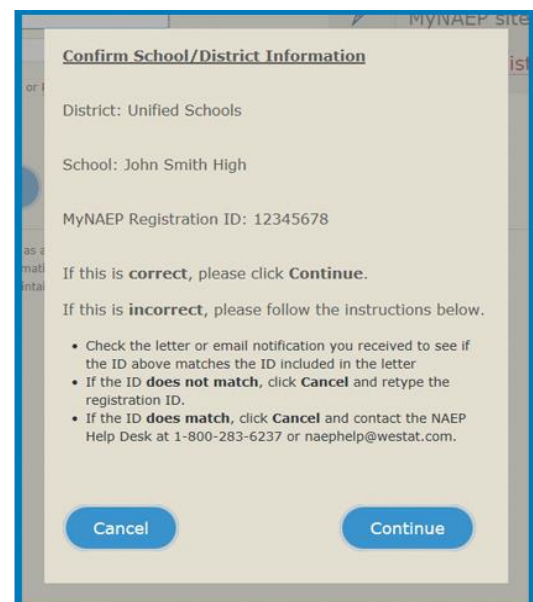
2. Enter your NAEP registration ID (XXXXXXX) provided to you in the Principal email in early October and select **Continue**.

Figure 2



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

Figure 3



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** (see **Figure 4**).

Figure 4

The figure shows two sequential steps of the MyNAEP Registration process. The first step asks if the user is the principal at John Smith High School, with 'No' selected. The second step asks if the user is the assigned NAEP School Coordinator, with 'Yes' selected.

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**).
 - 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
(*!,~%#@#\$%^+=&)

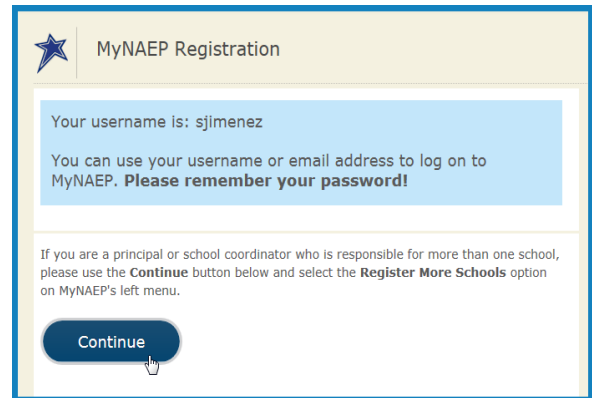
Sample password: KnightsR#1
7. Select **Register** (see **Figure 5**).

Figure 5

The figure shows the registration form with the following details: District: Unified Schools; School Name: John Smith High School; MyNAEP Registration ID: 12345678. It includes input fields for First Name, Last Name, Telephone (format: (XXX) XXX-XXXX), Extension, Email, and Confirm Email Address. Below these fields, it lists password creation criteria: 8-14 characters, and at least one of uppercase letter, lowercase letter, numerical digit, and special character (*!,~%#@#\$%^+=&). A sample password 'KnightsR#1' is provided. At the bottom, there are fields for Password and Confirm Password, and a 'Register' button.

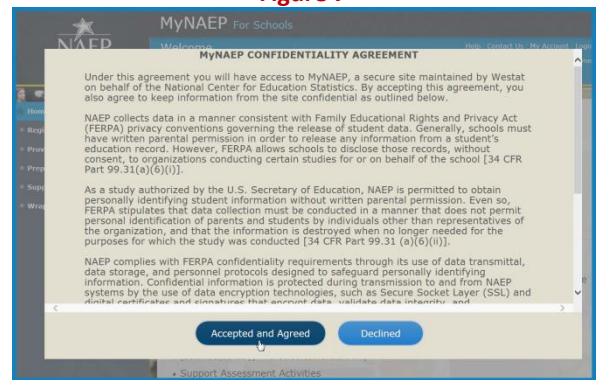
8. Write down your assigned username. You will need your username **and** password to access MyNAEP throughout the year. Select **Continue**.

Figure 6



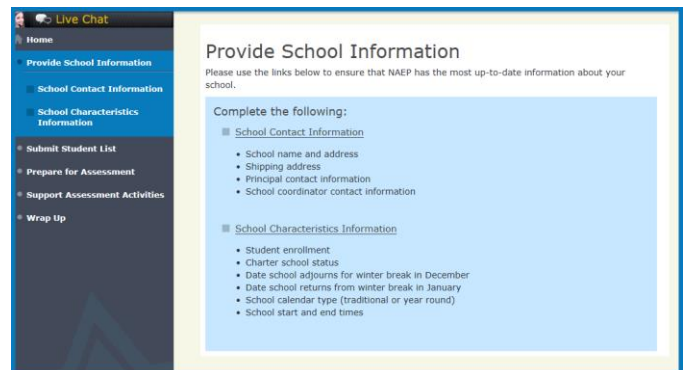
9. All school personnel that register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.

Figure 7



10. Select **Provide School Information** from the left-hand menu. Use the links to **confirm or enter** the following information. **Please complete this section one time only.** Your NAEP Coordinator will be alerted each time you make a change, and they have to review and approve every entry.

Figure 8



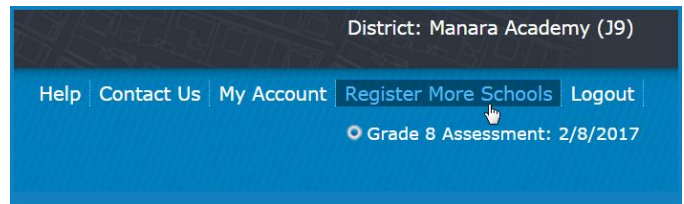
- a. **School Contact Information**
 - i. School name and address
 - ii. Principal (name, email, phone)
 - iii. School coordinator (name, email, phone)
- b. **School Characteristics**
 - i. Student enrollment for the grades you are administering NAEP
 - ii. Is your school a charter school? Yes/No
 - iii. Date school adjourns in December for winter break
 - iv. Date school returns from winter break in January
 - v. School start and end times for the scheduled assessment date

11. Special situations

- a. 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 will be able to access all of your assigned schools with a drop-down menu (see **Figures 9 and 10**).

Figure 9



- b. District registrants will automatically be able to view the MyNAEP pages for each selected school by using the drop-down menu in the blue banner.

Figure 10

