

MyNAEP Registration

Instructions for Districts

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

Figure 1

2. Enter the 7-digit registration ID from your letter and select **Continue**.

Figure 2

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 **Cancel**.

Figure 3

4. The registration form will appear. Enter your name, phone number, and email address (see **Figure 4**).
5. Create your own password **using the following criteria** (see **Figure 4**).
 - 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.**
7. Select **Register** (see **Figure 4**).
8. Write down your assigned username (**Figure 5**).

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

Select **Continue**.

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

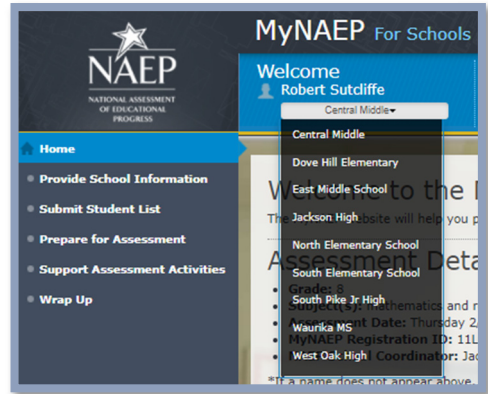
Figure 4

Figure 5

Figure 6

10. Access individual school MyNAEP sites with the drop-down menu (see Figure 7).

Figure 7



11. Select **Provide School Information** from the left-hand menu. Use the links to **confirm or enter** the following information for each school in the drop-down menu.

a. School Contact Information

- i. School name and address
- ii. Shipping address
- iii. Principal contact information
- iv. School coordinator contact information

b. School Characteristics Information

- i. Student enrollment (for the selected grade/age group only)
- ii. Is your school a charter school? Yes/No
- iii. School start and end times
- iv. Date school adjourns in December for winter break
- v. Date school returns from winter break in January
- vi. School start and end times

c. Student Attendance and NAEP Representative Protocols

- i. What days do students attend school in your school building?
- ii. How many enrolled students currently attend school **full time remotely/virtually**?
- iii. How many enrolled students currently attend school **in person**?
- iv. Do any state/district policies require a negative COVID-19 test or vaccination for NAEP representatives?

Figure 8

