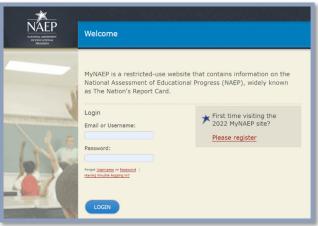


# **MyNAEP** Registration

Instructions for Districts

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



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

Please register by entering your assigned MyNAEP Registration ID	
MyNAEP Registration ID:	
Registration Help	
Continue	
If you have questions or need help accessing the website, please contact the NAEP help desk at 1-800-283-6237 or <u>naephelp@wes</u> Nonday through Friday between 8 a.m. and 5:30 p.m. ET.	sta

Figure 2

iciting the 2022 MyNAER cite?

Register

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
Confirm District Information
District: Central Point SD 6
MyNAEP Registration ID: L601500
*You have entered a district MyNAEP Registration ID for all schools in Central Point SD 6. (School-level access requires a different registration ID.)
If this is correct, please click Continue.
If this is <b>incorrect</b> , please follow the instructions below.
<ul> <li>Check the letter or email notification you received to see if the ID above matches the ID included in the letter</li> <li>If the ID does not match, click Close and retype the registration ID.</li> <li>If the ID does match, click Close and contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.</li> </ul>
Close Continue

#### Figure 1

- 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).

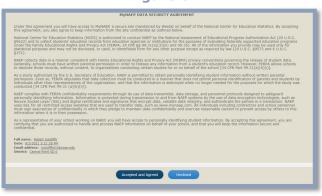
You will need your username or email and password to access MyNAEP throughout the vear.

Select Continue.

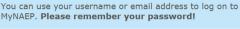
9. All district personnel who register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.



# Figure 6



# **Figure 5**



MyNAEP Registration

Your username is: siimenez

Continue

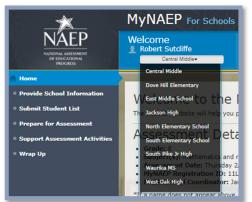
X

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.

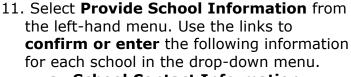


10. Access individual school MyNAEP sites with the drop-down menu (**see Figure 7**).

#### Figure 7



## Figure 8



## 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?

