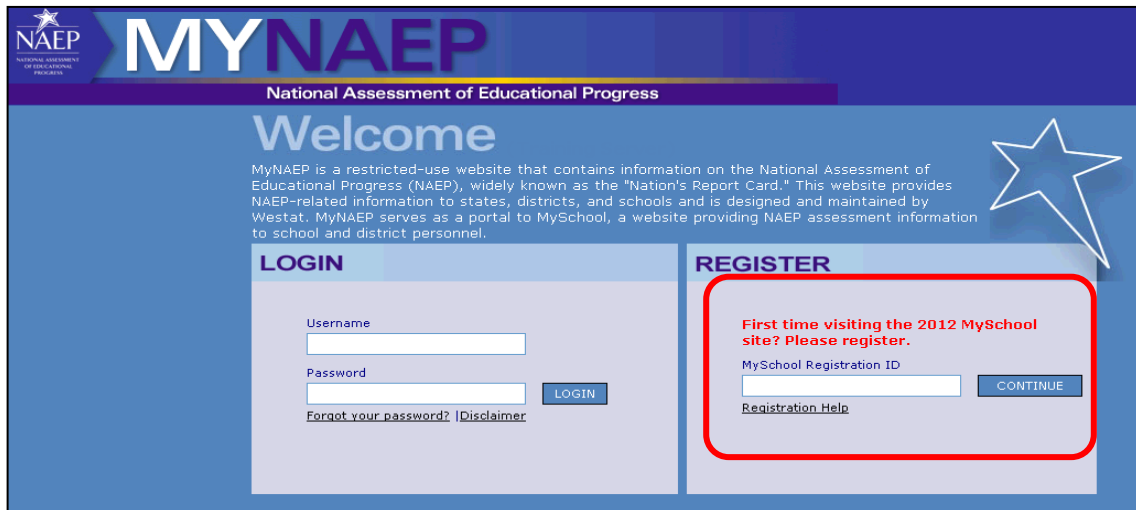




Tip Sheet | How to Register for MySchool

Purpose: Step by step guide for registering to use the MySchool website, where you can view and download current information about your school or district's NAEP 2012 participation.

1. Open your Internet browser and type: <http://www.mynaep.com>. Please have available the registration instructions and registration ID mailed to you by your NAEP State Coordinator.
2. On the right side of the screen, enter your 8-digit MySchool registration ID (contained in the letter from your NAEP State Coordinator). After entering the ID, click CONTINUE.



Note: There is no limit to the number of people who can register for MySchool under the same Registration ID. However, each person registering from your school or district must specify a **unique e-mail address**.

3. You will now see the registration form.

Make sure that *your* school and/or district name displays at the top of the form. If not, compare the registration id shown with the one in the letter you received to check if you entered it correctly, then click "Return to Login" to start over.

Fill out the registration form. Please read the guidelines for creating a password on the next page. Review the information you've typed in the form. Make sure you know what your password is, then click **Register**.

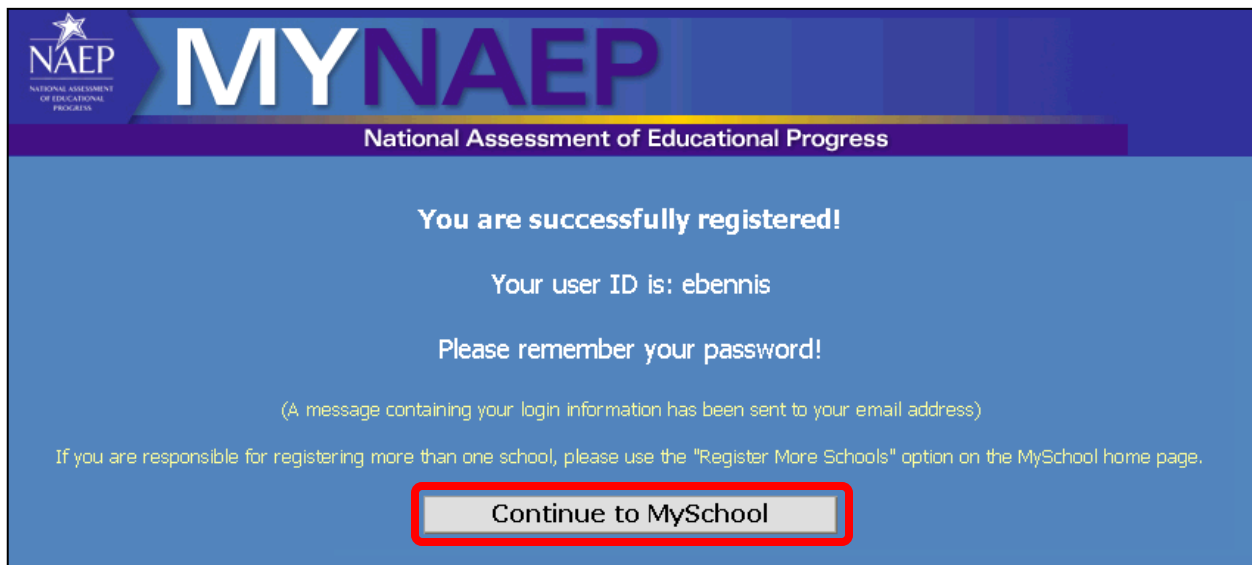
* For NAEP 2012, there are new secure password rules in effect. Your password must contain between 8 and 14 characters and contain all of the following: uppercase letter, lowercase letter, number and one special character (such as \$, #, or ?). You will receive an error if your password does not meet these criteria.

Sample passwords:

T53?nyux
p47&33Mc
987S\$esq

Important! Please remember your password! Because the password is secure, it is never displayed on screen. If you have further questions about registering or if you lose your password, please contact the NAEP Help Desk at: **1-800-283-6237** or at <http://naephelp.westat.com> and they will reset your account. You will then receive an email containing a temporary password which must be changed the next time you log in.

4. When you've completed registration, the screen below will appear, showing your username. Click the "Continue to MySchool" button to go directly to the MySchool site.



MYNAEP
National Assessment of Educational Progress

You are successfully registered!

Your user ID is: ebennis

Please remember your password!

(A message containing your login information has been sent to your email address)

If you are responsible for registering more than one school, please use the "Register More Schools" option on the MySchool home page.

Continue to MySchool

5. **Your MySchool Website.** MySchool gives you access to materials that you will need throughout the year. The first task you will want to complete, Provide School Information, is under the "What You Need to Do" menu. You will use this page to verify contact information for your school and to answer questions about your school's characteristics.

- Grade 12 NAEP-2012
Assessment Date:
- Home
- Register More Schools
- What You Need To Do**
- Provide School Information**
- Submit Student List
- Prepare for Assessment
- Assessment Day
- After the Assessment
- What You Need To Know**
- Ask A Question
- Documents
- Important Websites
- Who You Need To Know**
- Contact Us

Provide School Information

Please use this page to ensure that NAEP has the most up-to-date information about your school. The left side of the School Contact tab shows the contact information NAEP has on file for your school. Please add any missing information or corrections on the right-hand side.

Use the **Continue** button at the bottom of the screen to display the School Characteristics tab when you are finished with this tab. If your school is selected for more than one grade or age group, you will see one of these tabs for each grade or age group.

Once you have provided information on **all** of the tabs, you will be able to save your information. An Administrator or School Coordinator before it appears in other areas of MySchool.

These tabs display different sets of information for your school. Use the blank fields on the right side of the page to correct any inaccurate or missing information on the left side.

Below is the current information we have on file for your school. Please make any necessary corrections or additions to your school's information. It is important that you provide an actual street address (not a post office box) for express delivery of NAEP materials.

Current:	New:
School Name: Central High	<input type="text"/>
Address: 300 3rd Ave SW	<input type="text"/>
Address 2:	<input type="text"/>
City: Rome	<input type="text"/>
Zip: 12345	<input type="text"/>

Please provide a school mailing address, if different than the physical address:

School Mailing Address:	<input type="text"/>
School Mailing Address 2:	<input type="text"/>
City:	<input type="text"/>
State: TS	<input type="text"/>
Zip:	<input type="text"/>

Principal:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number:	<input type="text"/>	<input type="checkbox"/> Accept phone number as is.	
Email:	<input type="text"/>		

School Coordinator same as Principal

School Coordinator:	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Coordinator's Title:	<input type="text"/>		
Telephone Number:	<input type="text"/>	<input type="checkbox"/> Accept phone number as is.	
Fax:	<input type="text"/>	<input type="checkbox"/> Accept phone number as is.	
Email:	<input type="text"/>		

Click **Continue** to complete the next tab, and **Save** when both tabs are completed.



To periodically check your MySchool page in the future, simply return to the www.mynaep.com home page, as shown below, and enter your Username and Password in the space provided.

NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

MYNAEP

National Assessment of Educational Progress

Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as the "Nation's Report Card." This website provides NAEP-related information to states, districts, and schools and is designed and maintained by Westat. MyNAEP serves as a portal to MySchool, a website providing NAEP assessment information to school and district personnel.

LOGIN

Username

Password

[Forgot your password?](#) | [Disclaimer](#)

REGISTER

First time visiting the 2012 MySchool site? Please register.

MySchool Registration ID

[Registration Help](#)