



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's NAEP 2010 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. Click the "New MySchool users REGISTER here!" link.

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 [New MySchool users REGISTER here!](#)

User Name:

Password:

LOG IN

[Forgot your password? | Disclaimer](#)

3. Enter your MySchool registration ID (contained in the letter from your NAEP State Coordinator).

MySchool Registration

[Registration Help](#)

MySchool Registration ID:

Continue >

4. After you enter the MySchool registration ID, click on **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.

5. You will now see the registration form (see next page).

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

The screenshot shows the 'MySchool Registration' form. At the top, there is a 'Registration Help' button. The form is divided into several sections. The first section contains 'District:', 'School Name:', and 'MySchool Registration ID:' fields, with a callout box stating 'Your district and school names will display here.' The second section contains 'First Name:', 'Last Name:', 'Title:', 'Telephone:', 'Extention:', 'Email:', and 'Confirm Email Address:' fields, with a callout box stating 'Enter your name, title, phone number/extension and email address. Confirm the email address.' The third section contains a 'School Coordinator:' dropdown menu with 'No' selected, with a callout box stating 'Your principal will designate a NAEP School Coordinator. Please answer "Yes" if you are the school coordinator.' The fourth section contains 'Password:' and 'Confirm Password:' fields, with a callout box stating 'Enter a password of your choice.* Enter the password again to confirm.' At the bottom of the form is a 'Register' button.

*For NAEP 2010, 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:

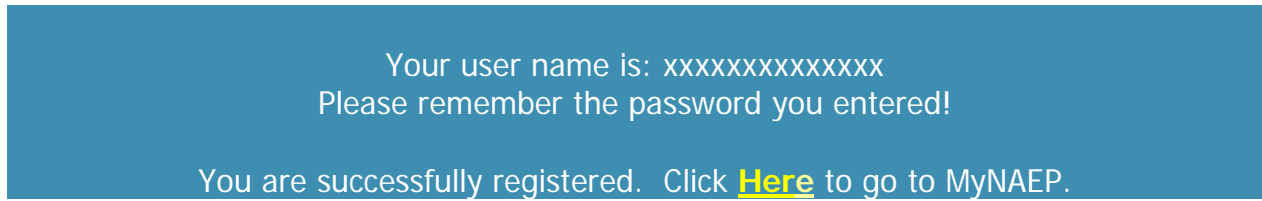
T53?nyux

p47&33Mc

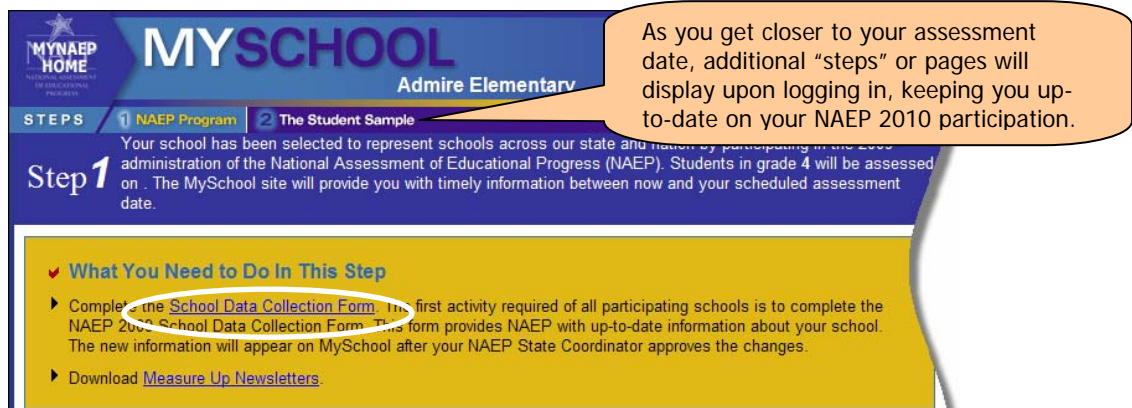
987S\$esq

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.

7. When you've completed registration, the following will appear on your screen, showing your username. Click the link for MyNAEP to read about NAEP and what comes next.



8. **Your MySchool Website.** Step 1 of the MySchool website gives you access to materials that provide an overview of NAEP in your school and a link for you to complete the NAEP 2010 School Data Collection Form.



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

