MyNAEP Registration
Instructions for Schools

Figure 1

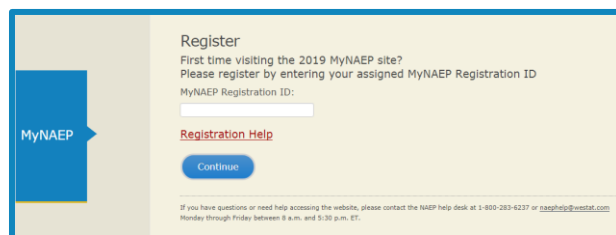1. Go to https://www.mynaep.com and select the **Please register** link on the right.
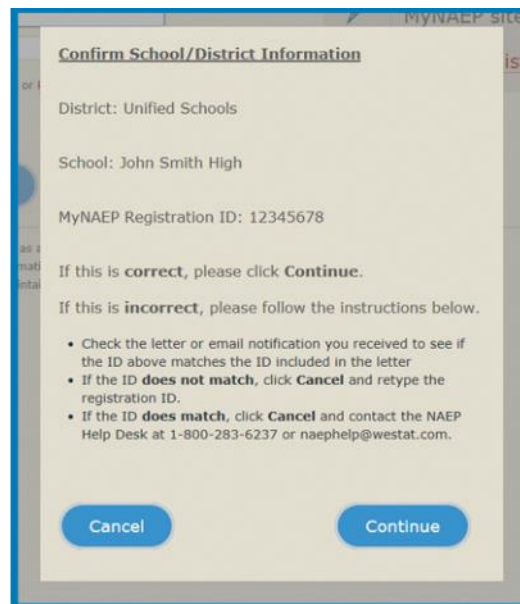

Figure 2
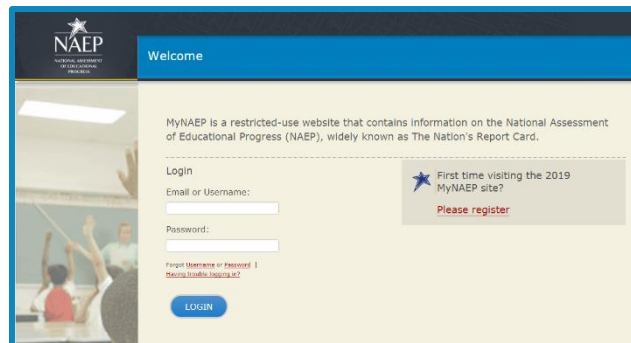
2. Enter your registration ID (**XXXXXXXX**) and select **Continue**.

Figure 3

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

Figure 4

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**).

MyNAEP Registration

Are you the principal at **John Smith High School**?
○ Yes
◉ No

Exit   Continue

MyNAEP Registration

Are you the assigned NAEP School Coordinator for **John Smith High School**? The school coordinator will be the main contact for NAEP staff, and will be responsible for completing all assessment preparation tasks.

◉ Yes
○ No

Back   Continue

Figure 5

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. **Make sure to remember your password** – write it down if necessary. Select **Register** (see **Figure 5**).

MyNAEP Registration

District: Unified Schools
School Name: John Smith High School
MyNAEP Registration ID: 12345678

First Name: Last Name:

Telephone: (XXX) XXX-XXXX   Extension:

Email: Confirm Email Address:

Create your own password using the following criteria:
- Must have 8-14 characters
- Must have **all of the following:**
  - Uppercase letter
  - Lowercase letter
  - Numerical digit
 - Special character (*!,~%@#$?^+=&)

Sample password: KnightsR#1

Password: Confirm Password:

Register

Figure 6

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

Figure 7
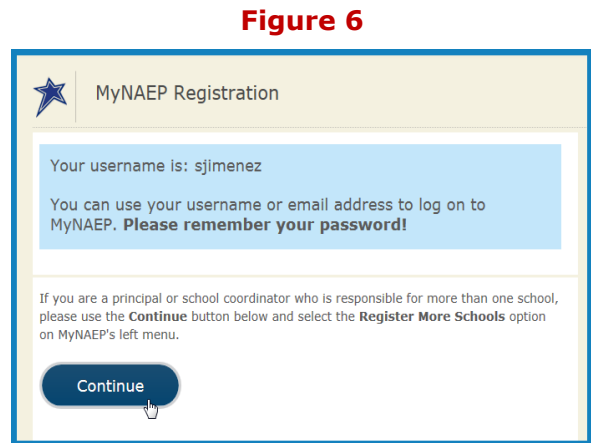
9. All school personnel that register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.

Figure 8
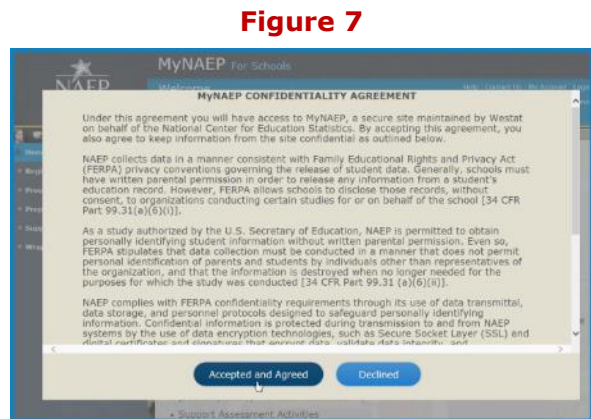
10. Select **Provide School Information** from the left-hand menu. Use the links to **confirm or enter** the following information. **Please complete this section one time only**. Your NAEP State Coordinator will be alerted each time you make a change, and they have to review and approve every entry.
    a. **School Contact Information**
        i. School name and address
        ii. Principal (name, email, phone)
        iii. School coordinator (name, email, phone)
    b. **School Characteristics**
        i. Age X student enrollment
        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
        vi. Does your school follow a year-round schedule **with multiple tracks of students**? If so, enter the number of tracks, percentage of students on-break during the assessment date, and how students are assigned to tracks (based on ability or some other criteria).
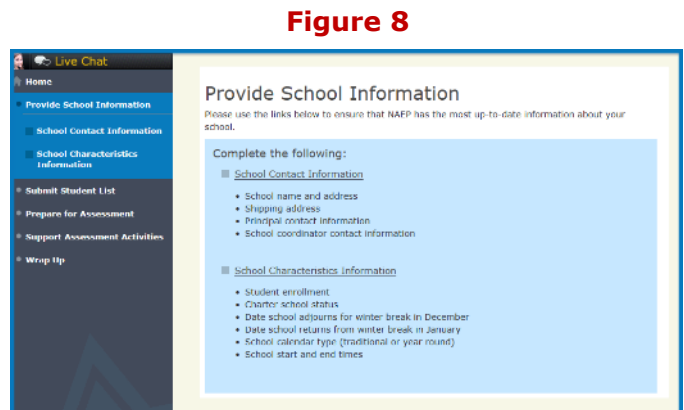
11. Special situations

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**).
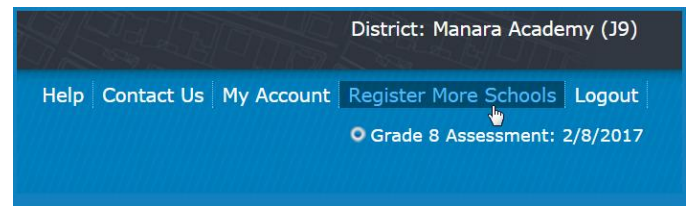
Figure 9

District: Manara Academy (J9)

Help | Contact Us | My Account | Register More Schools | Logout

○ Grade 8 Assessment: 2/8/2017

Figure 10

MyNAEP For Schools

Welcome
👤 Cheryl Anderson

Willow Canyon School▾

Pawnee MS

Willow Canyon School

Welcome to the National Assessn