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

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

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.
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).

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

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

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).