

# MyNAEP Registration Instructions

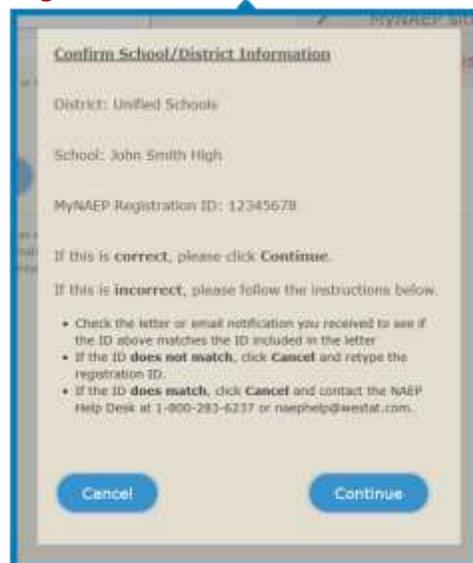
1. Go to <https://www.mynaep.com> and select the **Please register** link. Enter your registration ID (XXXXXXX) and select **Continue**.

**Figure 1**



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

**Figure 2**



3. The registration form will appear. Enter your name, phone number, and email address (See **Figure 3**).
4. Create your own password **using the following criteria** (See **Figure 3**).
  - 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**
5. **Make sure to remember your password** – write it down if necessary. Select **Register** (See **Figure 3**).

**Figure 3**

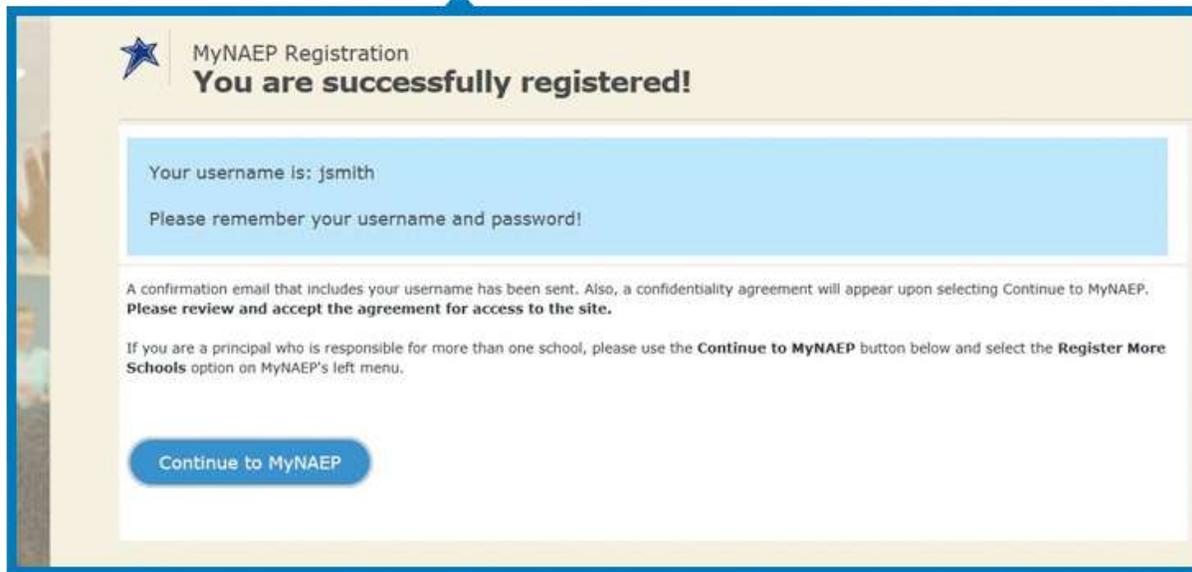
The screenshot shows the MyNAEP Registration form. At the top, there is a star icon and the title "MyNAEP Registration". Below the title, there is a text input field for "Unified Schools" with the example text "John Smith High" and "1234567". Below this, there are two input fields for "First Name:" and "Last Name:". Further down, there are two input fields for "Telephone: (XXX) XXX-XXXX" and "Extension:". Below these are two input fields for "Email:" and "Confirm Email Address:". A section titled "Create your own password using the following criteria:" contains a list of requirements:
 

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

 Below the list, it says "Sample password: KnightsR#1". At the bottom of the form, there are two input fields for "Password:" and "Confirm Password:". A blue "Register" button is located at the bottom left. A callout box points to the "Register" button with the text "Click here to complete registration." Another callout box points to the password criteria section with the text "Create your own password according to the instructions. Please remember your password!". A third callout box points to a note at the bottom of the form that says "This message is for principals who are responsible for more than one school." A fourth callout box points to the top left of the form with the text "Enter your personal information in these fields."

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

**Figure 4**



- All school personnel that register for MyNAEP must accept a confidentiality agreement. The confidentiality agreement will appear in a new window, please review and accept the agreement to access the site.

**Special Notes:**

- Multiple people from your school or district may register for MyNAEP by using the same registration ID.
- District registrants will automatically be able to view the MyNAEP page for each selected school by **using a drop-down menu in the blue banner**.
- If you are a principal or school coordinator who is responsible for more than one school, select **Register More Schools** from MyNAEP's left menu and enter the additional registration ID(s), one at a time.