



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 2011 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.

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

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

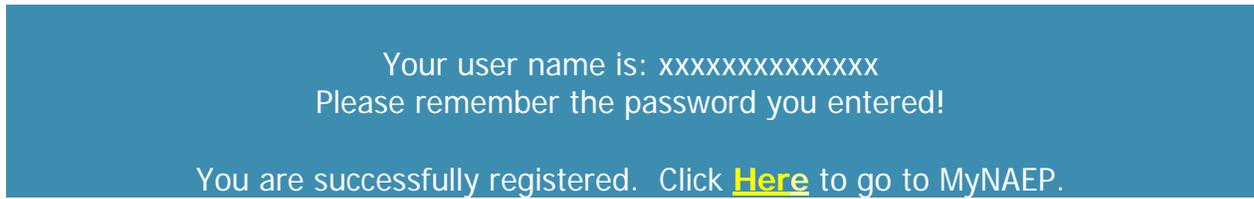


Note: There is no limit to the number of people who can register for MySchool under the same Registration ID. However, each person registering from your school or district must specify a **unique e-mail address**.

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

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.

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.** 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.

The screenshot shows the MySchool website interface. The top navigation bar includes the NAEP logo, the 'MY SCHOOL' title, and user links for 'statecoordinator-pa', 'Change Password', and 'Logout'. Below this, a header identifies the user as 'ABC Elementary School' at '5400 Fun Ave, Funtown, PA, 12345' in '123 School District'. A left sidebar menu is visible, with 'Provide School Information' highlighted in yellow and circled in red. The main content area is titled 'Provide School Information' and contains a 'School Contact Information' tab, which is currently selected. A callout bubble points to the 'School Characteristics - Gr4' tab, stating: '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.' Another callout bubble points to the 'Save' button at the bottom, stating: 'Click Save when you are finished.' The form fields include 'Current' and 'New' sections for School Name, Address, City, and Zip, as well as a section for 'School Mailing Address' and contact information for the Principal and School Coordinator.



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.

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:

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