

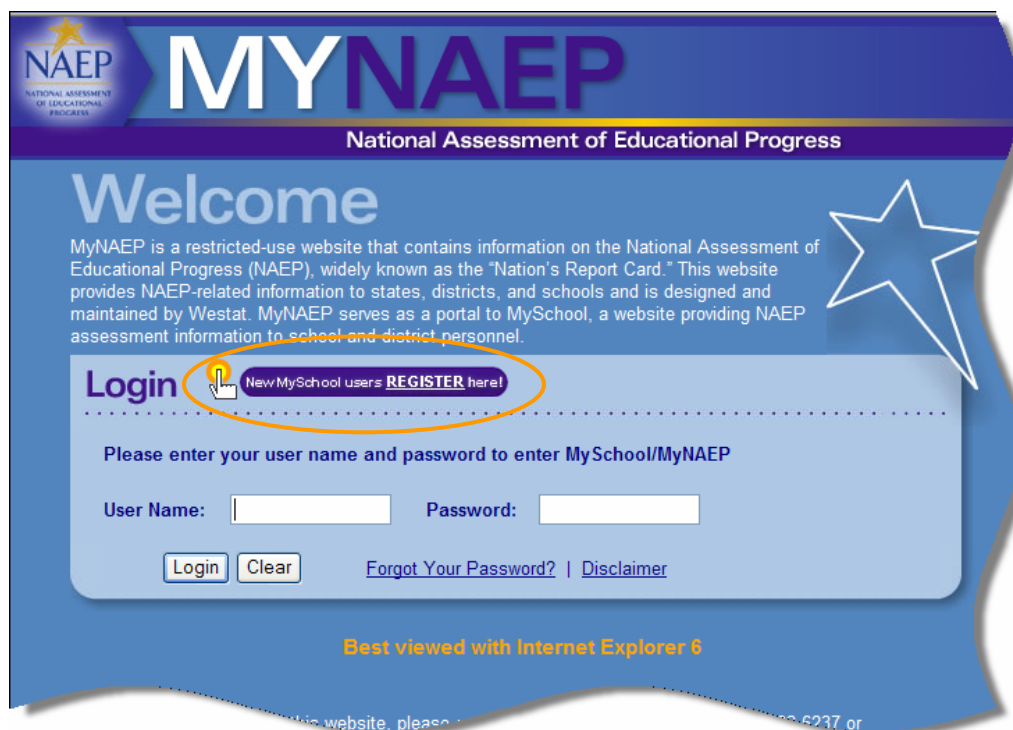


Tip Sheet: How to Register for MySchool

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 2009 participation.

Step 1. Open the Internet browser and type: <http://www.mynaep.com>

Step 2. Click the "New MySchool users REGISTER here!" link.



Step 3. Enter your 12-digit **MySchool Registration ID** (provided by your NAEP state coordinator), fill in all of the starred information, including your name, title, phone, email and password, then click "Continue."

If you are district personnel, make sure to use your district's 7-digit MySchool registration ID rather than a school's registration ID.

You can click on "Registration Help" for assistance with filling out this section.

Click Continue

Step 4. Once "Continue" is clicked, the registration confirmation screen appears:

Review your data, then either click **Back** to make corrections, or **Confirm** to complete registration.

MySchool Registration [Registration Help](#)

* Required Fields

District: HOUSTON ISD
School: ANDERSON EL
MyNAEP Registration ID: 482364002388
First Name: Susan
Last Name: Smith
Title: Principal
Phone: 333-999-4444
Extension:
Email Address: ssmith@mysch.edu
Confirm Email Address: ssmith@mysch.edu
Choose Password: ssmithreg
School Coordinator: No

Step 5. The **Registration Complete** screen provides your user name and password and a link to log in to MySchool for the first time.

To fully complete registration you must click on **Finalize Registration** and log into MySchool.

You will also receive an email containing your login information.

NAEP **MYNAEP**
National Assessment of Educational Progress

Registration Complete

Thank you for registering with the MySchool website. Below are your username and password. By entering this information at the [MyNAEP Login page](#), you will be given access to the MySchool website. An e-mail containing your username and password has also been sent to the following e-mail address: ssmith@mysch.edu

Login Information

User Name = SSmith17
Password = ssmithreg

Finalize Registration

To fully complete and record your registration, you need to enter the MySchool website now. Please click on button to proceed to MySchool and finalize registration.

Tip: If you have further questions about registering for MySchool, please contact [NSC name] at [phone] or [email].



Note: There is no limit to the number of people who can register for MySchool under the same Registration ID.

Step 6. **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 2009 School Data Collection Form.

MYNAEP HOME
MY SCHOOL
 Admire Elements

STEPS 1 NAEP Program 2 The Student Sample

Step 1
 Your school has been selected to represent schools across our state and nation by participating in the 2009 administration of the National Assessment of Educational Progress (NAEP). Students in grade 4 will be assessed on . The MySchool site will provide you with timely information between now and your scheduled assessment date.

What You Need to Do in This Step

- Complete the [School Data Collection Form](#). The first activity required of all participating schools is to complete the NAEP 2009 School Data Collection Form. This form provides NAEP with up-to-date information about your school. The new information will appear on MySchool after your NAEP State Coordinator approves the changes.
- Download [Measure Up Newsletters](#).

A Word From Your NAEP State Coordinator

Read what your NAEP State Coordinator, [State Coordinator](#), has to say about the assessment:

Welcome, and thank you for participating! There will be a number of activities occurring over the next few months. This website is designed to walk you through each one. The school coordinator will be notified by e-mail whenever a new step has been posted.

If you have any questions, feel free to contact me at NAEPSSC@westat.com

NAEP 2009 in Your School

- See the [Facts for Principals](#) (4 MB, PDF file) for information about how NAEP is administered.
- [NAEP 2009 in Your School - Grades 4 and 8](#) (82 KB, PDF file) provides information that will help prepare your school and students for NAEP participation.
- [NAEP 2009 in Your School - Grades 4 and 8 - School Coordinator Responsibilities](#) (MB PDF file) provides information that will help prepare your school and students for NAEP participation.

As you get closer to your assessment date, additional "steps" or pages will display upon logging in, keeping you up-to-date on your NAEP 2009 participation.



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!

Please enter your user name and password to enter MySchool/MyNAEP

User Name: Password:

[Forgot Your Password?](#) | [Disclaimer](#)

Best viewed with Internet Explorer 6