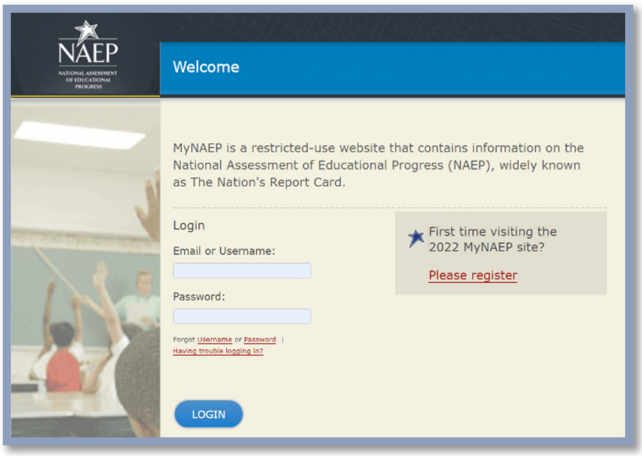
MyNAEP Registration

Instructions for Schools

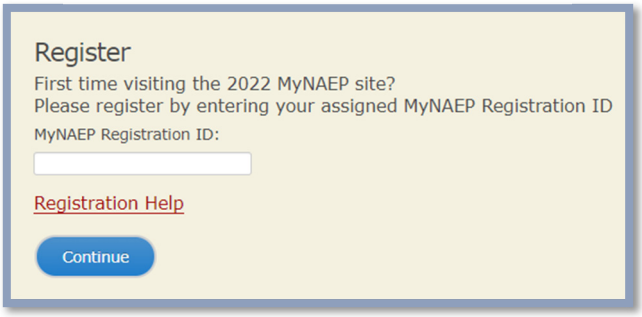
1. Go to https://www.mynaep.com and select the **Please register** link on the right.

Figure 1



2. Enter the 8-digit registration ID from your letter and select **Continue**.

Figure 2

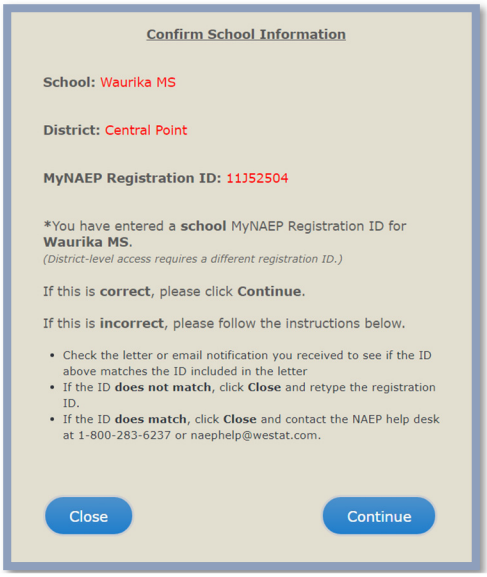


3. A confirmation window will appear to ensure that you are registering for the correct school.

   Select **Continue** if the information is correct.

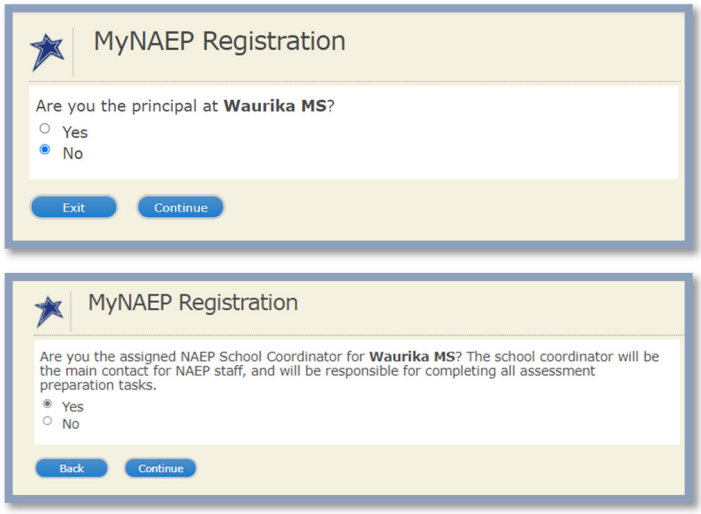
   If the information is incorrect, follow the instructions in the window and select **Cancel**.

Figure 3



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**.

Figure 4



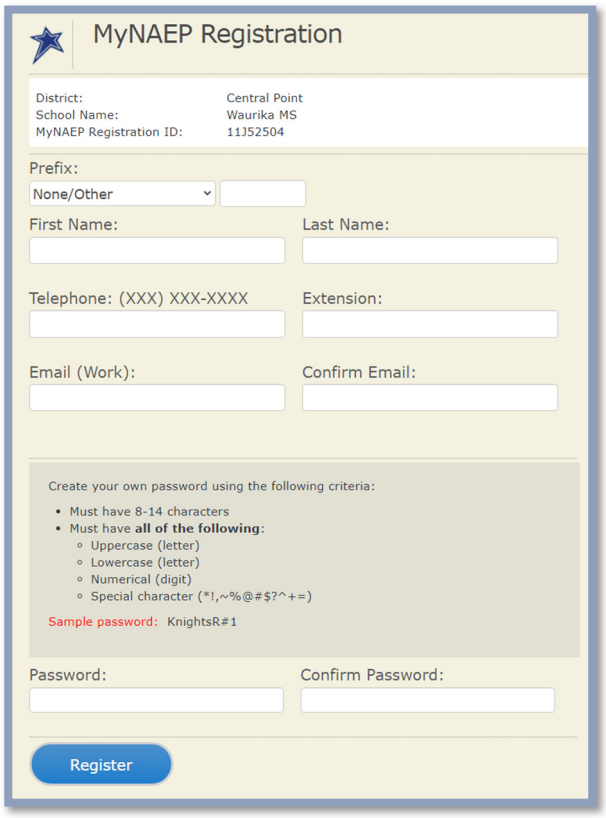
5. The registration form will appear. Enter your name, phone number, and email address (see **Figure 5**).

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**).

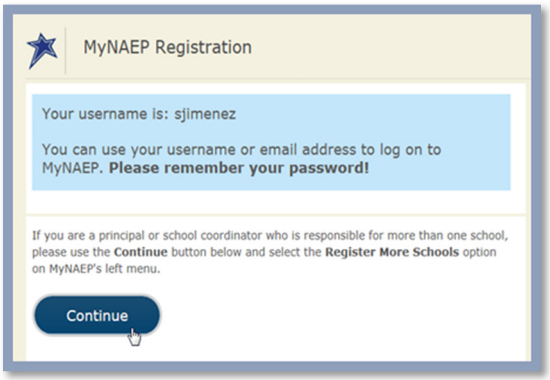
Figure 5



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

   Select **Continue**.

Figure 6

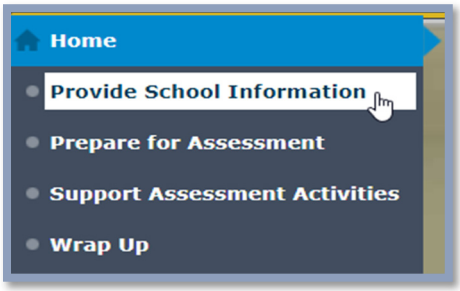


9. All school personnel who register for MyNAEP must accept a confidentiality agreement. Please review and accept the agreement to access the site.

Figure 7

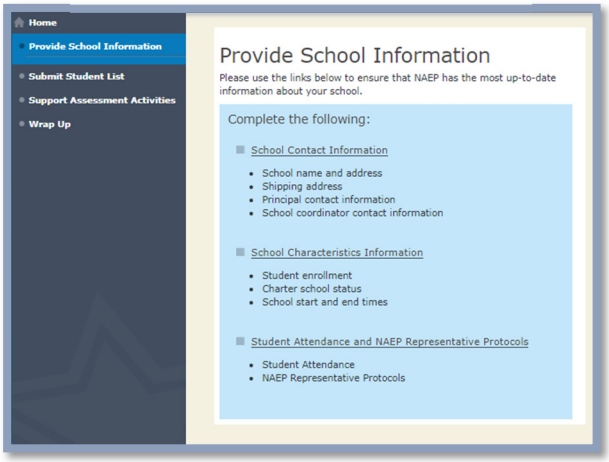
10. Select **Provide School Information** from the left-hand menu.

Figure 8



11. Use the links to **confirm or enter** the following information. **Please complete this section one time**. Your NAEP 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. Shipping address
      - iii. Principal (name, email, phone)
      - iv. School coordinator (name, email, phone)
    - **b. School Characteristics**
      - i. Student enrollment (**for the selected grade/age group only**)

Figure 9



ii. Is your school a charter school? Yes/No
iii. School start and end times for the scheduled assessment date
iv. Date school adjourns in December for winter break
v. Date school returns from winter break in January

c. Student Attendance and Schedules (**for the selected grade/age group only**)

i. What days of the week do students attend school in your school building?
ii. How many enrolled students currently attend school full time **remotely/virtually**?
iii. How many enrolled students currently attend school **in person** (full time or at least one day a week) in your school building?
iv. Do any state/district policies require a negative COVID-19 test or vaccination for NAEP representatives?

12. 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 can access all of your assigned schools with a drop-down menu (**see Figures 10 and 11**).

Figure 10

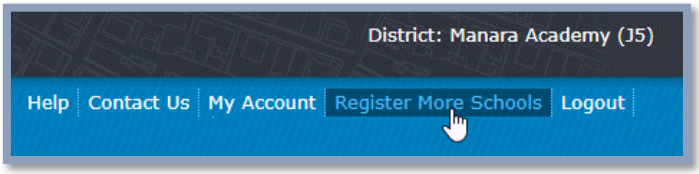
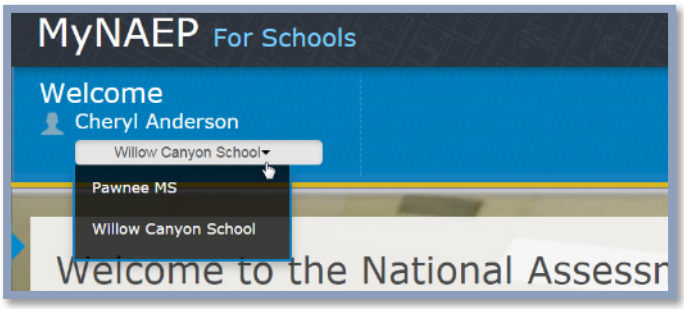



Figure 11