

Assessment Management System Registration

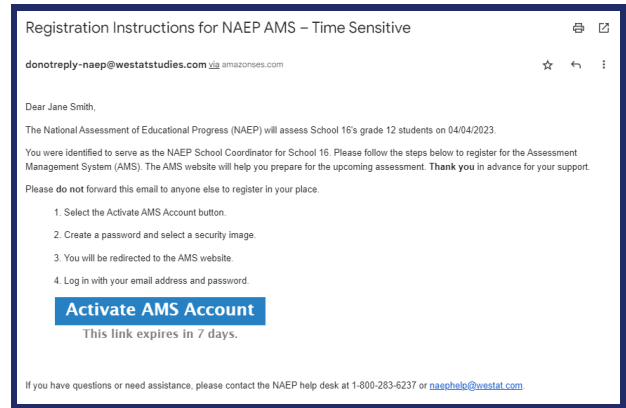
Instructions for School Coordinator

1 AMS Activation Email

When you have been invited to the Assessment Management System (AMS), you will receive an automated email from donotreply-naep@westatstudies.com to activate your account.

Click on the “Activate AMS Account” button.

This button will **expire** 7 days after the email is received. Please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com if you need a new activation email sent.



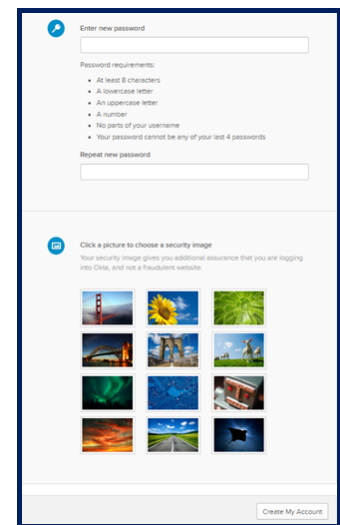
2 Password & Security Image

Create your own password using the following criteria:

- Must have at least 8 characters
- Needs at least one of each:
 - A lowercase letter
 - An uppercase letter
 - A number
- Must not contain any parts of your username
- Your password cannot be any of your last 4 passwords.

Make sure to remember your password – write it down if necessary.

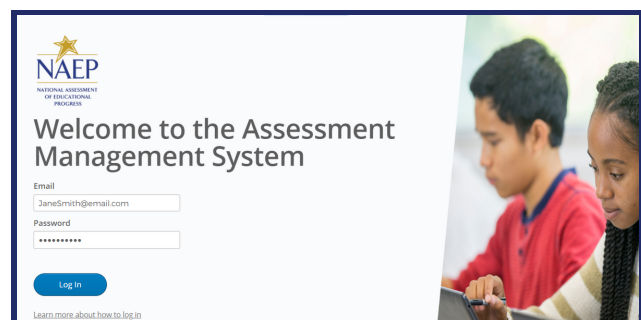
Select your security image and then click “Create My Account”.



3 Logon to the AMS

Login to the Assessment Management System using your email and password.

Click “Log In”.

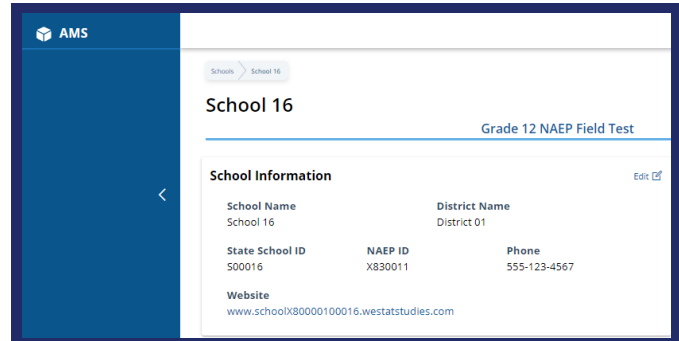


If you have any questions or trouble logging on the AMS please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com

4 AMS School Page

Once you login to the AMS you will be redirected to your school's summary page.

The school summary page organizes all information you should review and provide to begin assessment activities.



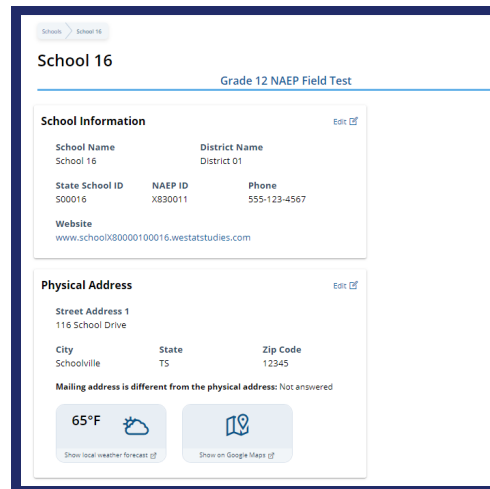
The screenshot shows the 'School 16' page in the AMS. The page title is 'School 16' and the subtitle is 'Grade 12 NAEP Field Test'. Under the 'School Information' section, the following details are displayed:

School Name	School 16		District Name	District 01	
State School ID	500016	NAEP ID	X830011	Phone	555-123-4567
Website	www.schoolx80000100016.westatstudies.com				

5 School Information and Address

Under School Information, you will need to review your school's name, phone number, and state school ID. To enter or edit any of this information you will click "Edit" in the upper right-hand corner of the tile.

The school's address should also be reviewed and edited if necessary. Please indicate if the school's mailing address is different from the physical address, and provide it if applicable.



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State School ID	500016	NAEP ID	X830011	Phone	555-123-4567
Website	www.schoolx80000100016.westatstudies.com				

Below the school information is the 'Physical Address' section:

Street Address 1
116 School Drive

City: Schoolville State: TS Zip Code: 12345

Mailing address is different from the physical address: Not answered

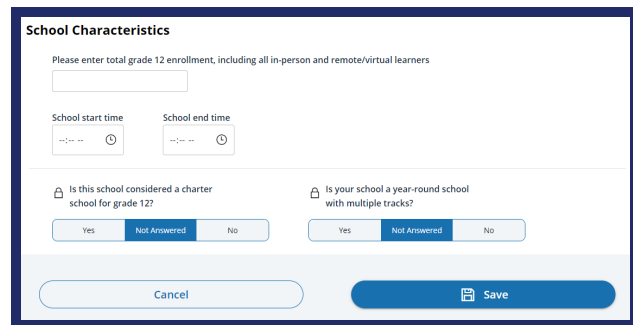
Weather: 65°F Show local weather forecast

Map: Show on Google Maps

6 School Characteristics and Student Attendance

The NAEP team also needs important information on your school's characteristics and attendance to prepare for the assessment.

Please complete all of the questions under the School Characteristics and the Students Attendance sections.



The screenshot shows the 'School Characteristics' section of the AMS. It includes the following fields and questions:

Please enter total grade 12 enrollment, including all in-person and remote/virtual learners

School start time: --:-- -- School end time: --:-- --

Is this school considered a charter school for grade 12? Yes Not Answered No

Is your school a year-round school with multiple tracks? Yes Not Answered No

Buttons: Cancel Save

