

Assessment Management System Registration

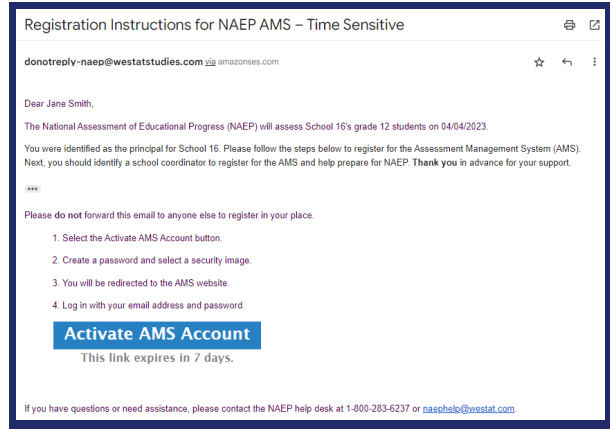
Instructions for Principals

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.



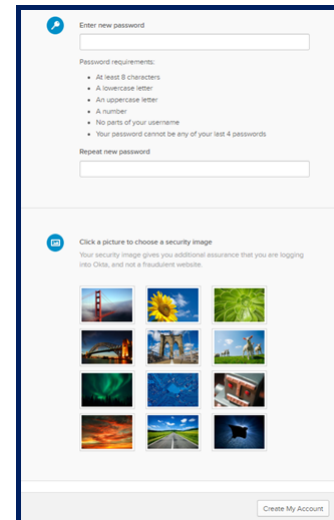
2 Password & Security Image

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.

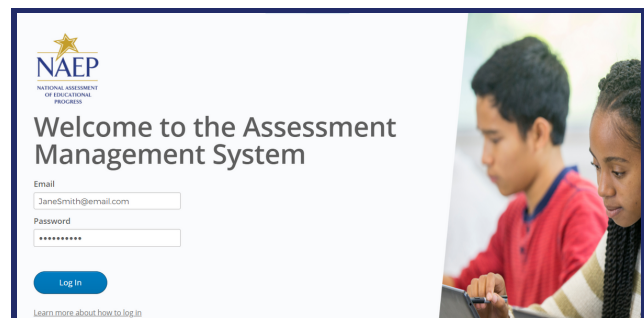
Select your security image and then click “Create My Account”.



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

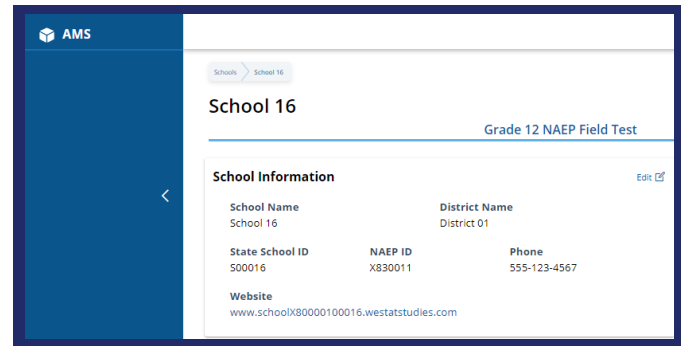
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AMS School Page

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

The school summary page organizes all information your school coordinator should review and provide as they begin assessment activities.



The screenshot shows the 'AMS' interface for 'School 16'. The page title is 'School 16' with a sub-header 'Grade 12 NAEP Field Test'. Under 'School Information', there is an 'Edit' icon. The information includes: School Name (School 16), District Name (District 01), State School ID (500016), NAEP ID (XB30011), Phone (555-123-4567), and Website (www.schoolXB30000100016.westatstudies.com).

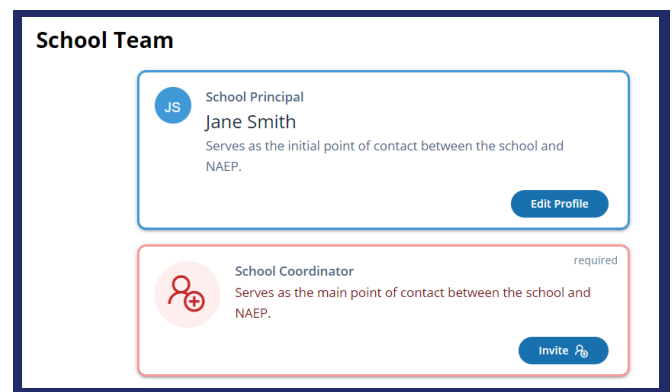
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Invite a NAEP School Coordinator

You will invite a school coordinator to serve as the main point of contact between the school and NAEP. Navigate to the Teams section and click on "Manage" to edit your school team. Under the School Team you will see the School Coordinator card, click on "Invite". Enter in your school coordinator's information and click on "Invite" to send their AMS invitation.

If you will be serving as the school principal and the school coordinator a toggle can be selected in the principal card to automatically populate your information for the school coordinator role.



The screenshot shows the 'School Team' management interface. It features two cards: 'School Principal Jane Smith' (with 'Edit Profile' button) and 'School Coordinator' (with 'Invite' button). The School Coordinator card is marked as 'required'.

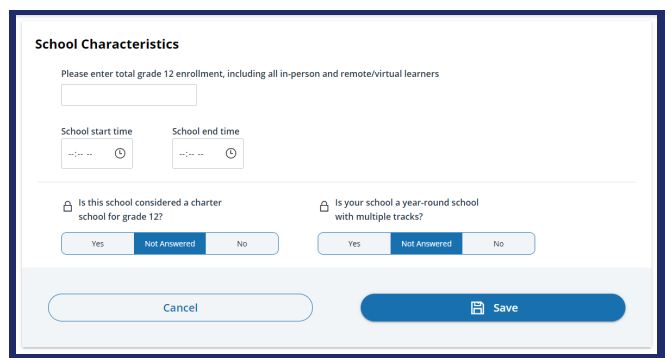
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Complete School Information

The school coordinator will need to activate and login to their AMS account (see steps 1-3). The school coordinator will need to review or answer the questions in following sections of their school summary page:

- School Information
- Physical Address
- School Characteristics
- Student Attendance



The screenshot shows the 'School Characteristics' form. It includes a text input for 'Please enter total grade 12 enrollment, including all in-person and remote/virtual learners'. Below are two time pickers for 'School start time' and 'School end time'. There are two yes/no questions: 'Is this school considered a charter school for grade 12?' and 'Is your school a year-round school with multiple tracks?'. Each question has 'Yes', 'Not Answered', and 'No' options. At the bottom are 'Cancel' and 'Save' buttons.



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