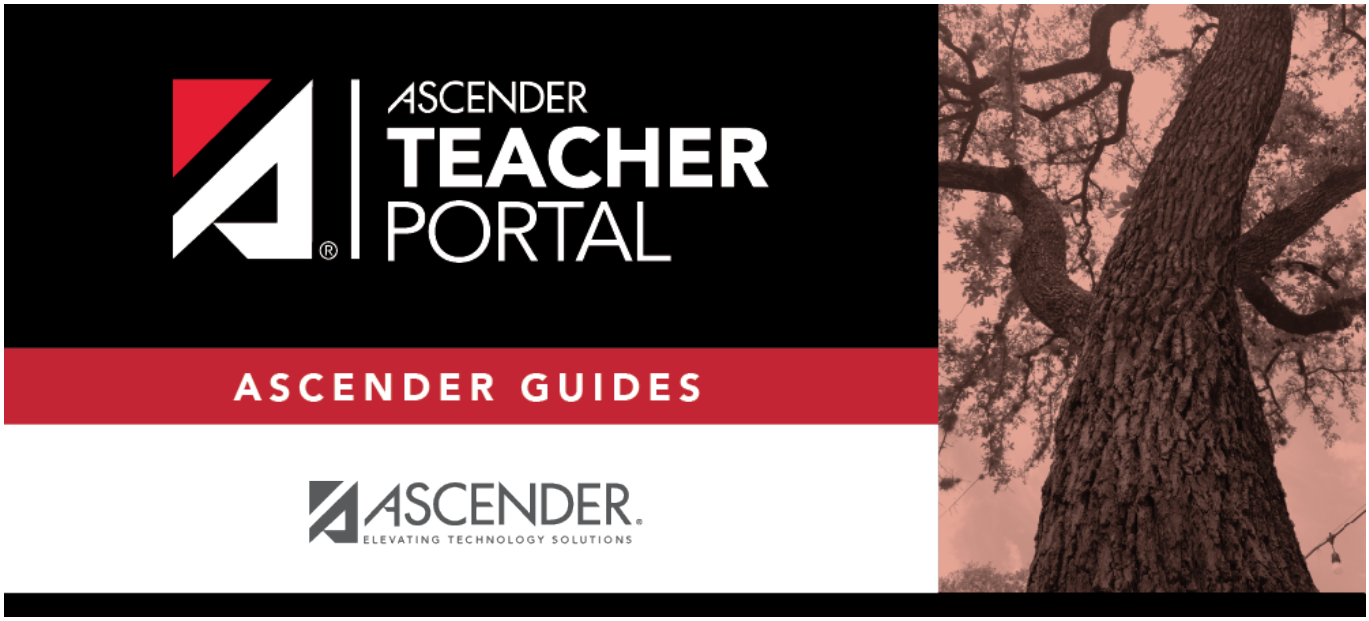


Create Account

Table of Contents

Create Account i

Create Account

This page allows instructors and administrative users to register for access to TeacherPortal.

- Instructors must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. **Administrative user accounts are retained.**
- To register, you must provide your staff ID and name. You must be associated with the district for the current school year. Upon registering, you will create your user name, password, and PIN.
- A staff ID can be associated with multiple user accounts, which allows you to have both an instructor account and one or more administrator accounts. The user name must be different for each account.

- If you forgot your password or PIN, click the link under **Forget your password** on the Login page to go to the Reset Password page where you can reset your password using an automated process.
- If you forgot your user name, you must contact the campus for this information.

❑ From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

User Information:

Staff ID	Type your staff ID number.
Last Name	Type your last name
First Initial	Type the first letter of your first name.

❑ Click **Next**. If you entered the data correctly, the Basic Information page is displayed.

Basic Information:

User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. • Your user name must be 6-25 alphanumeric characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to TeacherPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character
Confirm Password	
PIN	
E-Mail Address	

❑ Click **Next**. If you entered all required data correctly, the Registration Step 3 page is displayed.

Step 3:

Question #
Answer

❑ Click **Next**. If you entered all required data, a “Success” message is displayed.

❑ Click **Finish**. The Announcements page is displayed.