

Creating an Account

This documentation provides a step-by-step process for creating your assessment user account.

1. Log into the gateway from <http://www.edtechtrain.com/> > select **online access** > select **Click here to login to the Assessment** or <http://edtechtrain.truenorthlogic.com/> .
2. Select create an account toward bottom of page

The screenshot shows the EdTechTrain website interface. At the top, there are navigation tabs for 'Home' and 'About EdTechTrain'. Below this is a section titled 'Existing Accounts' with a 'Welcome, Please Login:' header. It contains four input fields: 'First Name:', 'Last Name:', 'ID:', and 'Password:'. Below the login section is a 'New Accounts' section with a paragraph of text: 'To take full advantage of the tool and to create your own account, click on the Create New Account button below and provide the information requested.' A yellow button labeled 'Create New Account' is positioned at the bottom of this section, with a black arrow pointing to it from the right.

3. Fill in all appropriate drop downs for your district and school > select **save my school**.
NOTE: Please select Pennsylvania Year 2 if the option is available.

User Administration

The screenshot shows a form titled 'Select Your School'. It contains four dropdown menus: 'State' (set to 'Pennsylvania Year 2'), 'County' (set to 'Adams County PA2'), 'District' (set to 'Bermudian Springs'), and 'School' (set to 'Bermudian Springs HS'). At the bottom right of the form is a button labeled 'Save My School', with a black arrow pointing to it from the left.

4. Select the default staff position as Teacher/administrator select **save staff position**.

User Accounts

The screenshot shows a form titled 'Select Staff Position'. It includes a paragraph of text: 'If you are a public or private school employee*, select your position at the school w employees who are also attending college should select their position at the school w'. Below this is a dropdown menu labeled 'Select Position:' with 'Teacher/Administrator' selected. At the bottom right is a button labeled 'Save Staff Position', with a black arrow pointing to it from the right.

5. Enter your personal information select **Save Changes**.

NOTE your 4 digit ID is 1234.

User Accounts

Personal Information

First Name:

Last Name:

4 Digit ID: (Enter 4 numbers only, not text.)

Password: Note: Password is limited to 8 characters.


Verify Password:

E-mail:

Verify E-mail:

Phone:

E-mail Subscriptions: I do not wish to receive any informational emails with regards to Prometheus.
 I do not wish to receive email notification of new resources added to Prometheus.




6. You will be prompted to create a security question in case you forget your password in the future select **Save password Question**

Password Question

Please enter a question you would like us to ask you if you forget your password. Enter an answer to your question. If you forget your password, we will ask you the question you enter below, we will provide your password.

Enter your Question:

Enter your Answer:



Congratulations you have created an account and now can access the system to take the assessment. You will receive 2 email confirmations one will include your password separately.