

# Activating Your User Account

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If you are a teacher, your school’s test administrator will set up your user account. If you’re a test administrator, a ClassScape staff member or designated user in your school with district-level account access will set up your user account. You will be given a User ID and a temporary password. To activate your account, you must create a new password, respond to the ClassScape User Agreement, and verify your email address.

Even if you have an existing account from last year, your account must be re-activated. This allows you to reset your password and make sure your email address is still correct.

1. Click the **Login** link on the ClassScape homepage (Figure 1).

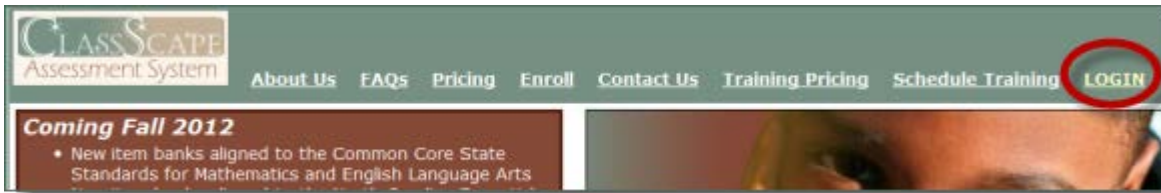


Figure 1: The ClassScape homepage

2. At the ClassScape Login screen (Figure 2), enter your User ID in the **Login** field and your temporary password in the **Password** field.

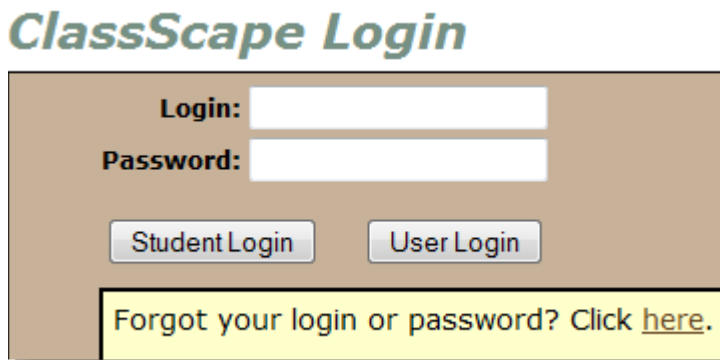


Figure 2: The ClassScape Login screen

3. Click the **User Login** button, which takes you to the Verify Account screen (Figure 3 on page 2).

4. Enter a new password, in the **New Password** and **Confirm Password** fields. Be sure to follow the User Password rules listed in the yellow box at the top.

### Verify Account

**User ID rules:**

- Must be 5 - 20 characters in length.
- Must not contain or match the User Password.
- Must be unique within ClassScape.

**User Password rules:**

- Must be 8 - 20 characters in length.
- Must contain at least one number and one letter.
- Cannot contain the User ID or any of the following words: apple, password, teach, school, change, hello, classscape.

**Name:** Robin Hood  
**Login:** rhood  
**County:** ClassScape  
**School:** Data Model School  
**Email Address:** robinhood@blah.com

**New Password:**   
**Confirm Password:**

Figure 3: The Verify Account screen

5. Click the **Verify Email Address** button, and you are taken back to the ClassScape Login screen where you will see a success message letting you know a verification email has been sent. (Figure 4).

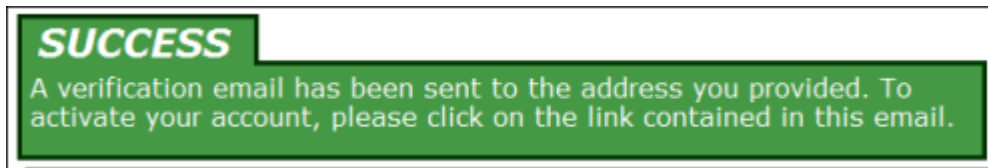


Figure 4: Success message letting you know a verification email has been sent

6. Enter your username and the new password you just created, and click the **User Login** button. The Verify Warning screen appears (Figure 5 on page 3).

The Verify Warning screen tells you how many days left you have to verify your email address.

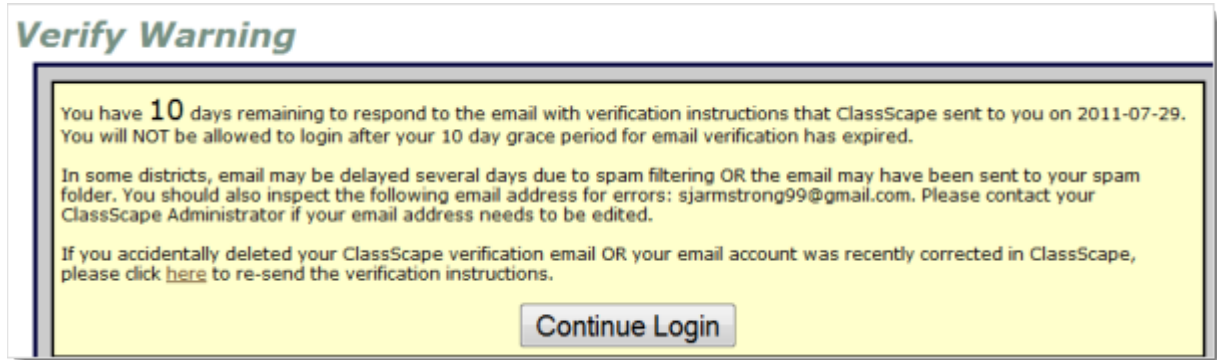


Figure 5: The Verify Warning screen

7. Click the **Continue Login** button, and the ClassScape User Agreement screen appears. (Figure 6).

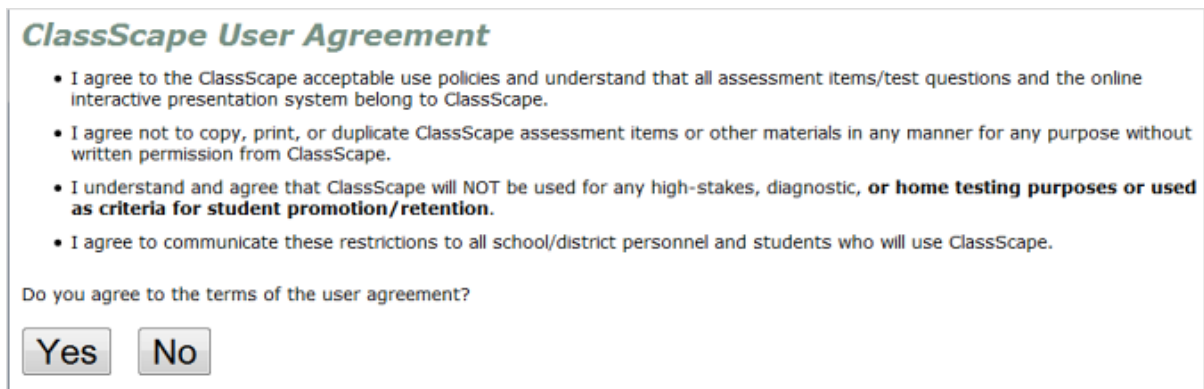


Figure 6: The ClassScape User Agreement screen

8. Read the user agreement carefully, and click the **Yes** button if you agree to the terms. This takes you to the ClassScape home screen (Figure 7 on page 4).

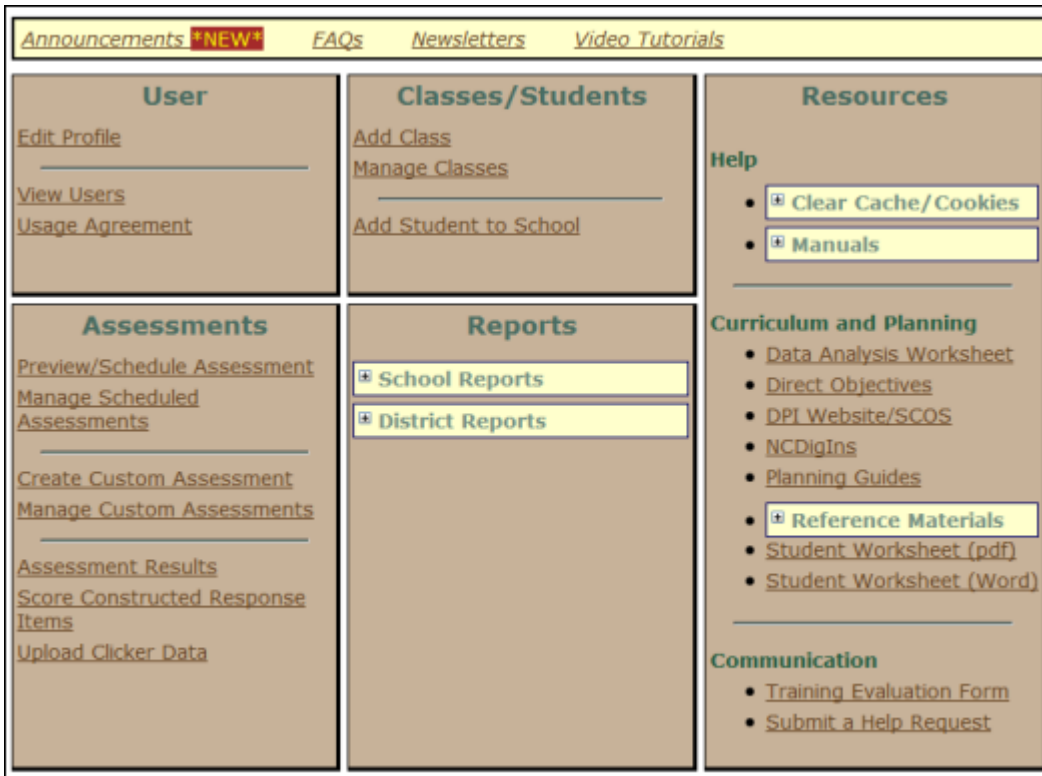


Figure 7: The ClassScope home screen

### Verifying Your Email Address

Once the verification email has been sent, you will have a 10-day grace period to verify your email address. After 10 days, you will NOT be able to log into ClassScope without responding to the account verification email. You will receive the error message shown below.

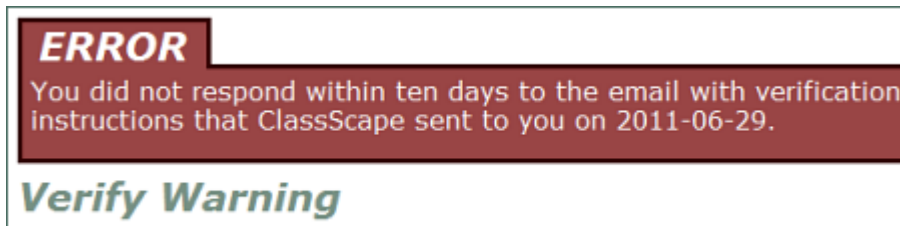
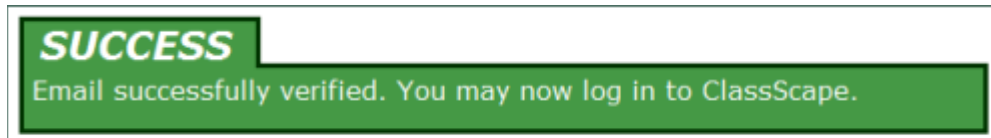


Figure 8: Error message ClassScope displays if you do not respond to the verification email within ten days.

1. Log into your email account, and click the link provided in the verification email, and you will be returned to the ClassScape Login screen where you will see a success message letting you know your email address had been verified.



2. Enter your user ID and password.
3. Click the **User Login** button. You will see the ClassScape home screen.