

# Assessment Management System

## Registration Instructions

### 1 AMS Activation Email

When you have been invited to the Assessment Management System (AMS), you will receive an automated email from [naep-ams@naepnpd.org](mailto:naep-ams@naepnpd.org) to activate your account.

Select "Activate AMS Account."

This invitation will expire 30 days after the email is received. Please contact the NAEP help desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) if you need a new activation email sent.

Registration Instructions for NAEP AMS - Time Sensitive

naep-ams@naepnpd.org  
To: name@email.com

Expires: 7/22/2025

Dear School Coordinator

You were identified to support NAEP as School Coordinator at School A. Please complete your registration for the Assessment Management System (AMS). AMS will help you prepare for the upcoming NAEP assessment.

**Important:** This email contains your unique registration information as the AMS user in this role. Please do **not** forward it or share it with others.

**Thank you** in advance for your support.

**Note:** Logging into AMS requires multifactor authentication (MFA). By default, your account will be set up to receive a security code via email each time you log in. Although not required, during registration you may also choose to set up an additional MFA security method.

**(Optional) Additional Security Methods Available**

| Security Method      | Description   |
|----------------------|---|
| Google Authenticator | <ul style="list-style-type: none"> <li>Requires installation of the Google Authenticator app on your mobile device.</li> <li>Supports security code retrieval via the app on your mobile device when disconnected from Wi-Fi and Cellular.</li> </ul> |
| Okta Verify          | <ul style="list-style-type: none"> <li>Requires installation of the Okta Verify app on your mobile device.</li> <li>Requires connection to Wi-Fi or Cellular to retrieve security code via the app on your mobile device.</li> </ul>                  |

**Account registration steps:**

1. Select the Activate AMS Account button below.
2. Follow the instructions to set up your password.
3. (Optional) Set up an additional security method(s), or click Continue to skip this step.
4. Retrieve your single-use security code.
5. Enter the single-use security code to complete your login.
6. You will be signed into AMS.

**Activate AMS Account**

This link expires in 30 days.

If you have questions or need assistance, please contact the NAEP help desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com).

### 2 Password & Account Activation

Select "Set up" to create your password.

Create your own password using the following criteria:

- Must have at least 15 characters
- Needs at one of each:
  - A lowercase letter
  - An uppercase letter
  - A number
  - A symbol
- Must not contain any parts of your username, first name, or last name
- Your password cannot be any of your last 24 passwords.
- Make sure to remember your password – write it down if necessary.

NAEP

Set up security methods

name@email.com

Security methods help protect your NAEP AMS account by ensuring only you have access.

Password  
Choose a password for your account

[Set up](#)

NAEP

Set up password

name@email.com

Password requirements:

- At least 15 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- Passwords can't be the same as your last 24 passwords
- At least 2 hours must have elapsed since you last changed your password

Enter password

Re-enter password

Next

### 3 (Optional) Set up Additional Security Method

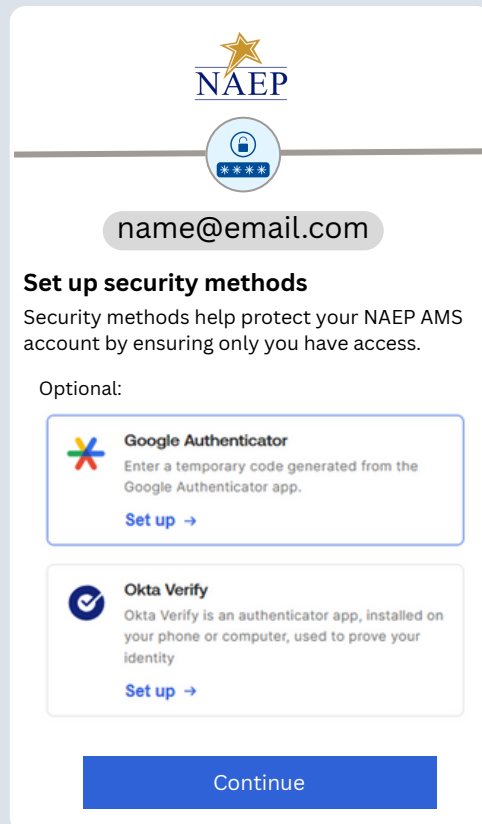
Logging into AMS requires multifactor authentication (MFA). By default, your account will be set up to receive a security code via email each time you log in. Although not required, during registration you may also choose to set up an additional MFA security method by which to receive your security code via a mobile device.

Note: Installation of either the Google Authenticator or Okta Verify app on your mobile device is required to set up an additional security method. It is recommended to install prior to starting your account activation to avoid any complications.

Select "Set up" (Google Authenticator or Okta Verify) to add a security method.

OR

Select continue to skip setup of an additional security method and complete your account activation.



The screenshot shows the 'Set up security methods' screen. At the top is the NAEP logo. Below it is a blue circle with a white padlock icon. Underneath is a text box containing 'name@email.com'. The main heading is 'Set up security methods'. Below this is a sub-heading 'Security methods help protect your NAEP AMS account by ensuring only you have access.' followed by the word 'Optional:'. There are two options listed: 'Google Authenticator' with a colorful star icon and 'Okta Verify' with a blue checkmark icon. Each option has a brief description and a 'Set up ->' link. At the bottom is a large blue button labeled 'Continue'.

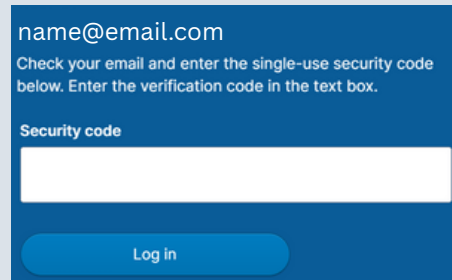
### 4 Retrieve your security code and complete log in

After completing your account activation, you will be navigated to the [AMS](#) where you will be prompted to retrieve your security code needed to log in.

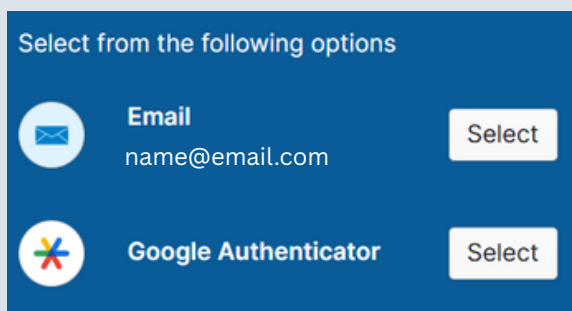
Note. If you set up an additional security method, you will first be prompted to select how you will receive your security code.



The screenshot shows the 'Assessment Management System' screen. It has a dark blue background with white text. The heading is 'Assessment Management System'. Below it is the text 'Request your single-use security code to be sent via email to this address:' followed by a text box containing 'name@email.com'. At the bottom is a blue button labeled 'Get Security Code'.



The screenshot shows the login screen. It has a dark blue background with white text. At the top is the text 'name@email.com'. Below it is the instruction 'Check your email and enter the single-use security code below. Enter the verification code in the text box.' followed by a text box labeled 'Security code'. At the bottom is a blue button labeled 'Log in'.



The screenshot shows the 'Select from the following options' screen. It has a dark blue background with white text. The heading is 'Select from the following options'. There are two options listed: 'Email' with an envelope icon and 'Google Authenticator' with a colorful star icon. Each option has a 'Select' button next to it.