



Getting Started in Educator Portal

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Hello, and welcome to the Dynamic Learning Maps Getting Started in Educator Portal training. This video is appropriate for any user with an account in Educator Portal.

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In this short video, you will learn how to activate your Educator Portal account, log in to Educator Portal, edit your profile, and sign the security agreement.

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Within a few seconds after your data manager enrolls you in Educator Portal, you will receive an email from kite-support that tells you to activate your account for KITE assessment administration. This is your Educator Portal account.

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The email tells you about your credentials and how to activate your account. Your username is your email address with all lowercase letters. Then you will click the blue hyperlink to set up your password. You will be prompted to change your password and will be given instructions about the password requirements.

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You will have to sign in again to Educator Portal using your email and your new password. The notice above the sign-in portion of the sign-in screen has an important message. It is part of privacy and security for your students. Do not give out, loan, or share your password with anyone at any time. You must protect access to your student's educational records, which is governed by federal and state laws. Never use another user's credentials to log in to Educator Portal.

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Once in Educator Portal, you arrive on the home page. Notice in the upper right corner: your name, your role, your organization (which is your building), and assessment program (which is DLM). When you first logged into Educator Portal for this school year, you likely received the Security Notification. If you skipped it or want to change your answer, you should do that now. Click the icon of the two people below the words "My Profile."

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On the My Profile page you may edit your display name and other information if needed. You may also change your password. As a user with the teacher role, you will not be able to change your default role. Now click the Security Agreement.

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The red arrows point to the scroll bar on the right. The entire Security Agreement does not fully display unless you scroll down. Read all five standards of the Security Agreement.

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This Security Agreement protects your student's rights. You must click the bullet that says, "I have read this security agreement and agree to follow the standards." Next, type your name and click Save. By taking these steps you have agreed that you will adhere to the Federal Education Rights and Privacy Act (FERPA). You will receive a green message that says, "Successfully saved security agreement information." Finally, click the X in the upper right corner to close this window.

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Click the Renewal/Expiration button to see the last time you signed this agreement and when it will expire. Each year everyone's agreement expires in early August. Therefore, each year you must sign the Security Agreement again. Click the X in the upper right corner to close the window.

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This concludes the learning objectives for this video. Mostly likely the section you will go to next is the Students section. Click the Students link in the Quick Links section.

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For more information, use these resources or contact your district Assessment Coordinator.

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Thank you for viewing the Getting Started in Educator Portal video. For more information please see dynamiclearningmaps.org.