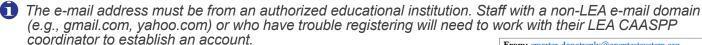
How To Self Register for the Smarter Balanced Digital Library



Digital Library access is available to any California local educational agency (LEA) staff member.

Register for the Digital Library

- 1. Navigate to the Digital Library login screen at https://www.smarterbalancedlibrary.org/.
- 2. Select the **Register for the Digital Library** button.
- 3. Enter your first name, last name, and e-mail address.



- 4. Select the **Register** button.
- Within 30 minutes, a welcome e-mail with a temporary password and a link to the Digital Library will be sent to the e-mail address entered during registration. This e-mail will come from one of the following e-mail addresses:
 - Smarter-DoNotReply@smarterbalanced.org
 - DoNotReply=smarterbalancedlibrary.org@srmail.smarterbalanced.org
 - DoNotReply@srmail.smarterbalanced.org

Users who have an existing Digital Library account and attempt to register will be prompted to login or reset their password.

Please Log In Enter your username and password to log into the Smarter Balanced applications. After you gir, you will automatically be directed to the application you selected. Register If you are not yet registered for the Digital Library.

From: smarter-donotreply@opentestsystem.org Sent: Wednesday, December 14, 2016 9:00 AM To: Thag Simmons < ThagS@mydistrict.k12.ca.us> Dear Thag Simmons, Your Smarter Balanced password has been reset. Your username is ThagS@mydistrict.k12.ca.us Your temporary password is: QVyLx5# To access your account and update your password, please follow these steps: 1. Visit https://smarterbalancedlibrary.org to access the digital library or https://www.smarterbalanced.org/members to access other smarter balanced services. 2. Login with your username and temporary password. Enter your preferred password. You will then be redirected to the digital library or the site you

Logging into the Digital Library for the First Time

The following steps can only be completed after the welcome e-mail is received.

- 5. Navigate to the Digital Library login screen at https://www.smarterbalancedlibrary.org/.
- 6. Log in with the user name and temporary password provided in the welcome e-mail.
- 7. Select the **Log In** button.
- 1 At this point users **must** change their password.
- 8. Copy and paste the temporary password into the **Old Password** box.
- 9. Enter a new password in the **New Password** box and the **Confirm Password** box.
- 10. Select the **Submit** button.
- 11. Read through the *Terms of Service* and select the **I Agree with the Terms of Service** box.
- 12. Select the **Continue to Digital Library** button.
- 13. Review and modify as desired the Personal Information, Expertise, and Privacy Settings tabs.
- 14. Select the **Upload File** button once the profile is completed.

You can now access the Digital Library!

