# How To Self Register for the Smarter Balanced Digital Library

**DL**
**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.

ℹ️ *The e-mail address must be from an authorized educational institution. Staff with a non-LEA e-mail domain (e.g., gmail.com, yahoo.com) or who have trouble registering will need to work with their LEA CAASPP coordinator to establish an account.*

4. Select the **Register** button.

ℹ️ *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.*

## 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.

ℹ️ *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!**