How to Self-Register for Tools for Teachers

Tools for Teachers access is available to all California local educational agency (LEA) staff members. If you have a Test Operations Management System (TOMS) account, you can log on with the same credentials.

1 Navigate to https://smartertoolsforteachers.org.

2 Select the **Login** button in the expandable main menu.

3 Select your location from the drop-down menu, and select **Go**.

4 Select **Register** below **Register for Tools for Teachers**.

i *The email address must be from an authorized educational institution. Staff with a non-LEA email domain (e.g., gmail.com, yahoo.com) or who have trouble registering will need to contact their LEA California Assessment of Student Performance and Progress (CAASPP) coordinator.*

5 Enter first name, last name, email address, and organization name; then, select **Register**.

i *Within 30 minutes, a welcome email with a temporary password and a link to Tools for Teachers will be sent to the email address entered during registration. Users who have an existing account and attempt to register will be prompted to log on or reset their password.*

6 Select the link provided in the welcome email (https://smartertoolsforteachers.org).

7 Log on with the username and temporary password provided in the welcome email.

8 Select the **Login** button.

i *At this point, you **must** change your password.*

9 Enter the temporary password into the **Old Password** text box.

10 Enter a new password into the **New Password** and **Confirm Password** text boxes.

11 Select the **Submit** button.

12 Enter the code sent to your email address, and select the **Submit** button.

13 Select the **Tools for Teachers** button.