

How to Self-Register for the Digital Library

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

1 Navigate to <https://www.smarterbalancedlibrary.org>.

2 Select your state from the drop-down list in the **Register** box.

3 Select the **Register** button.

4 Enter your first name, last name, email address, and organization name or code.

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 Select the **Register** button again.

Within 30 minutes, a welcome email with a temporary password and a link to the Digital Library will be sent to the email address entered during registration. Users who have an existing account and attempt to register will be prompted to login or reset their password.

6 Select the link provided in the welcome email (<https://www.smarterbalancedlibrary.org>).

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

8 Select the **Log In** button.

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

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

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

11 Select the **Submit** button.

12 Read through the *Terms of Service* and select the **I Agree with the Terms of Service** box.

13 Select the **Continue to Digital Library** button.

14 Review and modify the Personal Information, Expertise, and Privacy Settings tabs.

15 Select the **Upload File** button once the profile is completed.

