

## Oregon Extended Training and Proficiency Website How to Update Your Email Address

Question:

*I am a returning user and my e-mail address changed since last year. How do I update my email address on the Oregon Extended Training and Proficiency Website?*

Answer:

Please **DO NOT** register for a new account because your email address changed, as you will create a duplicate account that will not be connected to your user history.

To update your email address, log in to the main registration page at <https://or.k12test.com/> using your **OLD** email address and password. If you do not remember your password, contact the helpdesk ([orextended@k12test.com](mailto:orextended@k12test.com)) to be assigned a temporary password.

### Welcome Oregon Teachers!

If you were a Qualified Assessor or Trainer last year, please log in with your email address and password from last year. If you are a new user to the site, or you did not retain your Qualified Assessor or Trainer status last year, you must [register](#) as a new user.

This web site provides training and proficiency for Assessors to administer the Oregon Extended Assessment. If this is your first visit to this site, please view the [System Requirements](#) and then click on the 'Create New Account' button to sign up to use the system. The State of Oregon ODE maintains a [website](#) with important information regarding this assessment.

For further instructions on access, creating an account, resetting passwords, or updating email addresses, visit: [How-to's](#).

\* Email: ([Has yours changed?](#))

\* Password:

[Login »](#)

[Reset Password](#)

[Create New Account](#)

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, religion, sex, sexual orientation, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction with the Oregon Department of Education. <http://www.oregon.gov/ode/>

Once you have accessed the system, go to your Account page, located in the upper right-hand corner of the menu bar. On the Account page, click on one of the two "Change Email" buttons.

The screenshot shows a web browser window with the URL [or.k12test.com/teachers/auth/account](https://or.k12test.com/teachers/auth/account). The navigation bar includes links for Home, Training, Proficiency, Student Details, Materials, Admin, and Account. The user is identified as Sev Tindal, a Qualified Trainer.

### Your Oregon Extended Account

Account Information

Email: stindal@uoregon.edu [Change Email »](#)

\* Current Password:

New Password (only if updating):

Retype New Password (only if updating):

Personal Information

\* First Name:

\* Last Name:

\* Phone:

\* Street Address:

\* City:

\* State:

\* Zip:

District and School Information

Your District:

Your School:

[Update Account](#)

Here you can change any of the information associated with your account, except your email address. **You must enter your current password for any changes to take affect.**

[Change Email »](#)

**Student Access:**  
Your district and school information has been verified by a trusted user. You should now be able to access your students.

Home | About | Contact | System Requirements | Practice Tests | Training | Proficiency | Materials | Admin | Account

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Enter your new email address and then click on the blue "Send Confirmation" button.

The screenshot shows a web browser window with the URL `or.k12test.com/index.php/teachers/auth/account?update_email`. The page title is "Your Oregon Extended Account". The user is identified as "Sev Tindal" with the role "Qualified Trainer". The current email is `stindal@uoregon.edu`. There is a form field for "New Email:" and a blue "Send Confirmation" button. The page also contains instructions on how to change the email address and information about "Student Access".

OR K12Test.com Home Training Proficiency Student Details ~ Materials Admin ~ Account ~

### Your Oregon Extended Account

Sev Tindal **Qualified Trainer**

Current Email: `stindal@uoregon.edu`

\* New Email:

**Send Confirmation »**

In order to change your emails address, we first need to confirm that we can send emails to your new address. Please enter your new email address below, then click Send Confirmation.

**Student Access:**  
Your district and school information has been verified by a trusted user. You should now be able to access your students.

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As long as the email you entered is a working account, the system will send you a confirmation email and then connect your user history with your new email address.

If you have any problems completing this task, please contact our HelpDesk at: [orextended@k12test.com](mailto:orextended@k12test.com) or go to <https://orext.helpscoutdocs.com/>