

Oregon Extended Training and Proficiency Website How to Update Your E-mail Address

Question:

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

Answer:

Please DO NOT register for a new account because your e-mail address changed, as you will create a duplicate account that will not be connected to your user history. New accounts will automatically be required to take all five proficiency assessments in order to achieve QA status.

In order to update your e-mail address, log in to the main registration page at <http://or.k12test.com> using your OLD e-mail address and password **HERE**

OR K12Test.com

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 Register link to sign up to use the system. The State of Oregon ODE maintains a [website](#) with important information regarding this assessment.

* Email:

* Password:

[Login](#)

[Register](#) [Reset Password](#) [How-to's](#)

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.ode.state.or.us>

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Updating Your E-Mail Address

Once you have accessed the system, go to your Account page, either by clicking the Account tab or the Account button. On the Account page, you will see two "Change Email" e-mail buttons, which you click on **HERE** or **HERE**.

Oregon Extended Assessment Training and Proficiency Website

or.k12test.com/teachers/auth/account

OR K12Test.com Home Training Proficiency Account ▾

Your Oregon Extended Account

Dan Farley **Assessor In-Training**

Account Information

Email: nadfarley@yahoo.com [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 »](#)

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Enter your new e-mail address **HERE** 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/aum/account?update_email. The page title is "Your Oregon Extended Account" and the user is identified as "Dan Farley" with the role "Assessor In-Training". The current email is "nadfarley@yahoo.com". There is a form field for "New Email:" with a blue "Send Confirmation" button below it. An orange arrow points from the word "HERE" in the text above to the "New Email:" input field. To the right of the form, there is a paragraph of text: "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." The footer of the page includes the copyright notice "© 2012 Behavioral Research and Teaching" and navigation links for Home, Training, Proficiency, and Account.

As long as the e-mail you entered is a working account, the system will send you a confirmation e-mail and then connect your user history as a returning user with your new e-mail address. This means that you will only have to complete the Refresher Proficiency test to maintain your QA/QT status and will not have to start over.

If you have any problems completing this task, please contact our HelpDesk at

Phone: 1-800-838-3163

Fax: 1-815-717-9683

orextend@k12test.com