

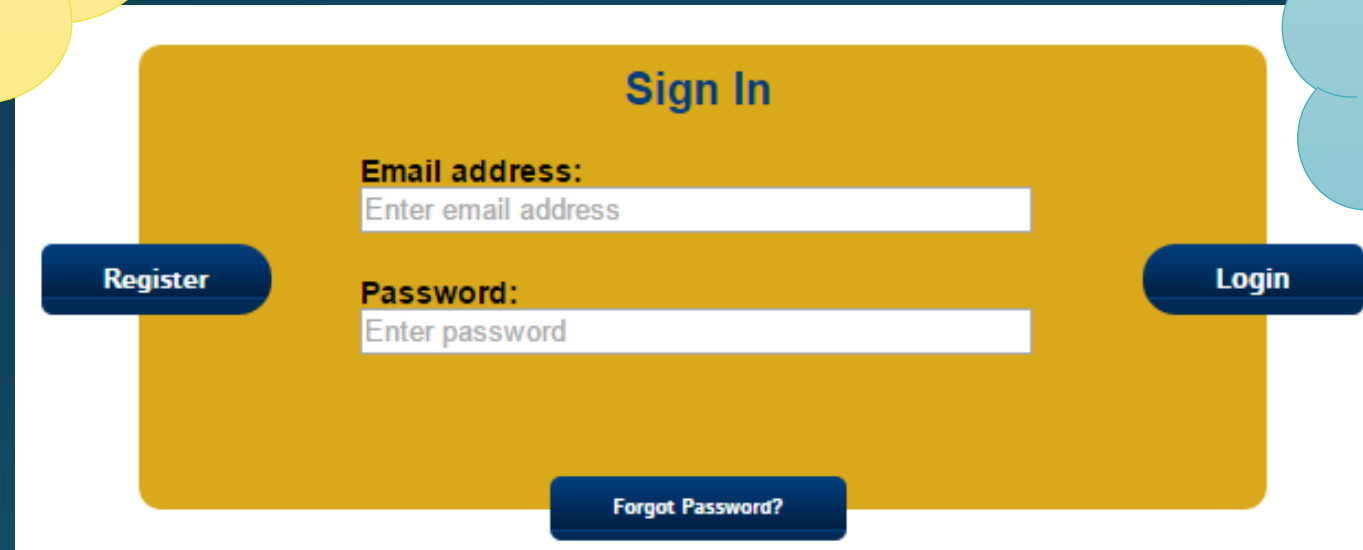
# Pennsylvania State Test Administration Training (PSTAT) Site

<https://www.pstattraining.net>

New User Registration  
Best Practices Guide

# PSTAT Site: New User Registration Best Practices Guide

New to the PSTAT site? Click **Register** to register for the site and get started!



The image shows a screenshot of the PSTAT Sign In page. The page has a yellow background with the title "Sign In" at the top. Below the title are two input fields: "Email address:" with a placeholder "Enter email address" and "Password:" with a placeholder "Enter password". To the left of the input fields is a blue button labeled "Register", and to the right is a blue button labeled "Login". Below the input fields is a blue button labeled "Forgot Password?".

Trained with us before? Use the same username and password and click **Login**. No need to register again!

Trained with us before, but can't remember your password? Click **Forgot Password**.

# PSTAT Site: New User Registration

## Best Practices Guide

Enter your legal first name and last name and a valid phone number.

Enter the email address you use for work (if you work for a school or district). Otherwise, use an email address you check regularly. You cannot change your email address once you have registered.

### REGISTRATION

**Instructions:** Complete all required fields. Select an IU, District, and School from the drop down menus. If you are a District or School Coordinator, select the appropriate checkbox. Select the REcaptcha checkbox and click submit to complete registration.

\*Required Fields

First Name \*

Last Name \*

Email Address (school/work) \*

Confirm Email \*

Password \*

Confirm Password \*

Phone Number \*

Enter your desired password and keep track of it for future reference.

# PSTAT Site: New User Registration Best Practices Guide

**Intermediate Unit \***

**District \***

**School \***

Enter the IU,  
district, and school  
to which you  
belong.

Don't belong  
to one? Select  
Non-IU and  
Other.

In charge of making sure everyone at  
your district or school is trained?  
Select **District Coordinator** if you are in  
charge of your district.  
Select **School Coordinator** if you are in  
charge of your school.

Just here  
to train?  
**DO NOT**  
select a  
box!

If you are the designated school or district test coordinator and oversee the training of all proctors and administrators within your school or district, select the appropriate check box below. If you are only responsible for training yourself, do not select a check box.

District Coordinator

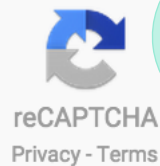
School Coordinator

# PSTAT Site: New User Registration Best Practices Guide

Uh oh!  
Are you a  
human  
being or a  
machine?

Prove it by clicking  
"I'm not a robot" and  
answering the  
question provided. It  
will look something  
like this....

I'm not a robot



Select all images with street name signs.

Report a problem

Verify

# PSTAT Site: New User Registration Best Practices Guide

All set? Click



within 2 minutes of answering the reCAPTCHA question to finish registering for the site.

After you register for the site, a welcome email will be sent to the email address with which you registered, providing you with your username, password, and the website address.

Need help? Contact DRC technical support at [pstat@datarecognitioncorp.com](mailto:pstat@datarecognitioncorp.com)