

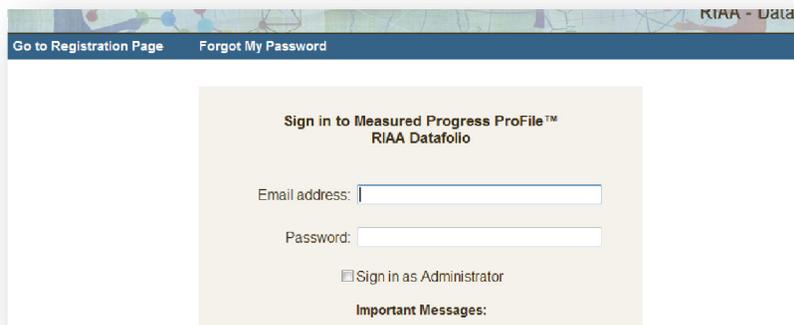
RIAA Profile Instructions for Administrator Access to Datafolio Documents

Instructions for Administrators to Access Student Datafolio Documents in Profile: For read-only access to the datafolio documents for students, your teachers will need to assign their student accounts to you. You will need to set up an account in Profile.

Log into Profile at <https://profile.measuredprogress.org/>

Set Up a Profile Account

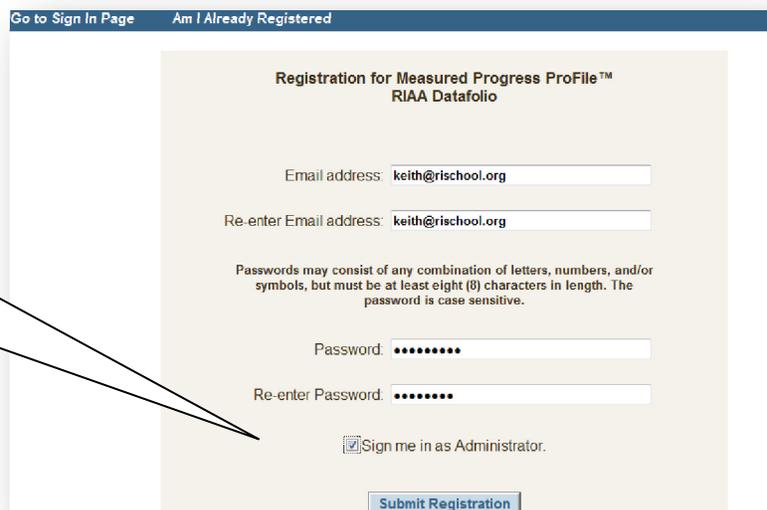
Step 1: Click on the [Go to Registration Page](#) to set up an account in Profile.



The screenshot shows the sign-in page for Measured Progress ProFile™ RIAA Datafolio. At the top, there are two links: "Go to Registration Page" and "Forgot My Password". The main heading is "Sign in to Measured Progress ProFile™ RIAA Datafolio". Below this, there are two input fields: "Email address:" and "Password:". Under the password field, there is a checkbox labeled "Sign in as Administrator". At the bottom, there is a section titled "Important Messages:".

NOTE: Do not click the [Sign In as Administrator](#) on the sign-in page. You will click this when you sign in after creating your account the first time.

Step 2: On the Registration page, enter your email address and your password twice. Click [Sign me in as Administrator](#). Then click [Submit Registration](#) at the bottom of the screen.



The screenshot shows the registration page for Measured Progress ProFile™ RIAA Datafolio. At the top, there are two links: "Go to Sign In Page" and "Am I Already Registered". The main heading is "Registration for Measured Progress ProFile™ RIAA Datafolio". Below this, there are two input fields for "Email address:" and "Re-enter Email address:", both containing the text "keith@rischool.org". Below these, there is a note: "Passwords may consist of any combination of letters, numbers, and/or symbols, but must be at least eight (8) characters in length. The password is case sensitive." Below this note, there are two input fields for "Password:" and "Re-enter Password:", both containing seven dots. At the bottom, there is a checkbox labeled "Sign me in as Administrator." and a blue button labeled "Submit Registration".

Step 3: Click [My Account](#) located in the blue bar.

My Account

Step 4: Read the RIAA Affirmation of Test Security. Check the statement at the bottom of the screen and then click [Continue](#).

RIAA Affirmation of Test Security

Each assessment instrument in the Rhode Island State Assessment Program is procured and disseminated to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education.

It is the position of the Rhode Island Department of Education that any compromise of the security of assessment instruments constitutes professional misconduct which could lead to the suspension or revocation of educational certification under R.I.G.L. 16-11-4 which provides for revocation "for cause." All school staff who administer the RIAA and support staff who assist in facilitating the administering of test materials are required to sign an affirmation form and return it to each student's datafolio acknowledging their understanding of test security expectations.

Furthermore, principals are required to sign the validation form providing assurances that, to the best of their knowledge, the test security procedures have been followed and that test administration guidelines and procedures set forth in the *RIAA Administration Manual & Resource Guide, 2011 - 2012* have been followed. In addition, principals are required to specifically note any exceptions or problems. Should such affirmation and assurances of a submission be intentionally false, erroneous or defective, the affirmation official may be prosecuted criminally under R.I.G.L. 11-18-1 and may be suspended or suffer revocation of an educational certificate for cause under R.I.G.L. 16-11-4.

All personnel who contribute to the RIAA datafolio are expected to read and follow the test administration instructions and procedures provided by the Rhode Island Assessment Program for the RIAA.

I affirm that I have read and understand the RIAA Affirmation of Test Security

Continue

My Account:

Email: keith@rischool.org

Your First Name: Keith

Your Last Name: J

Contact Phone Number: 1-401-766-6788

District: Test District

School: New Elementary School

Continue

After saving District/School selection, it will be locked to your account and you will be unable to change it.

Step 5: Complete the [My Account](#) page. Select your district and school from the drop down menus. Then click [Continue](#).

Step 6: On the next [My Account](#) screen, verify your account information and then click [Save Account Data](#) at the bottom of the screen. You have completed the steps to create your account.

ASSISTANCE

If you need additional assistance with setting up an account or registering students, please contact Michelle Couture at Measured Progress at 1-800-431-8901, extension 2252 or email at couture.michelle@measuredprogress.org.