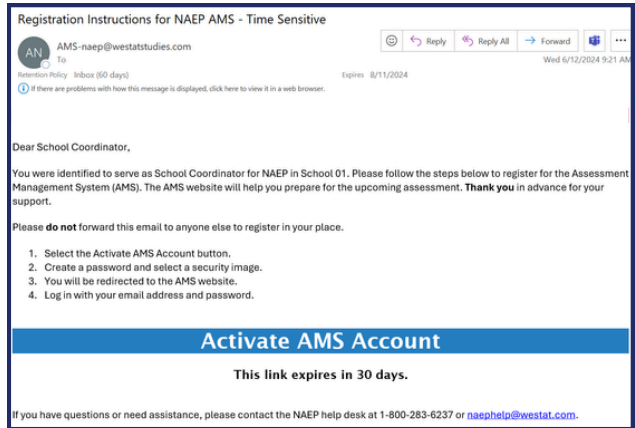


1 AMS Activation Email

When you have been invited to the Assessment Management System (AMS), you will receive an automated email from AMS-naep@westatstudies.com to activate your account.

Click on the “Activate AMS Account” button.

This button will **expire** 30 days after the email is received. Please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com if you need a new activation email sent.



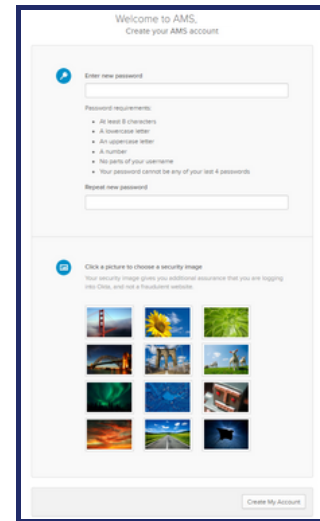
2 Password & Security Image

Create your own password using the following criteria:

- Must have at least 8 characters
- Needs at least one of each:
 - A lowercase letter
 - An uppercase letter
 - A number
- Must not contain any parts of your username
- Your password cannot be any of your last 4 passwords.

Make sure to remember your password – write it down if necessary.

Select your security image and then click “Create My Account”.



3 Login to the AMS

Login to the Assessment Management System using your email and password at <https://ams.westatstudies.com>

Click “Log In”.

