

How to Enroll in the 25-26 SY Maine Through Year Assessment Coordinator Training Module

To offer more flexibility, the Assessment Coordinator training was moved from a synchronous virtual session to a training module housed on NWEA's Professional Learning Online platform. The training module can be completed at your own pace and according to your own schedule; please ensure that you have completed the training prior to the first day of your local administration window.

ONLY Assessment Coordinators are required to complete the training module. Proctors of the Maine Through Year Assessment are NOT required to complete the training module; instead, they must watch the [Proctor Training Video](#). Both the Assessment Coordinator and proctor training are required to be completed once per school year.

Please carefully read the two scenarios below to ensure you are selecting the correct process for your enrollment.

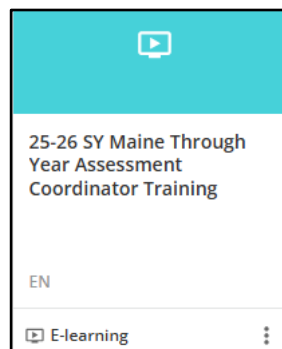
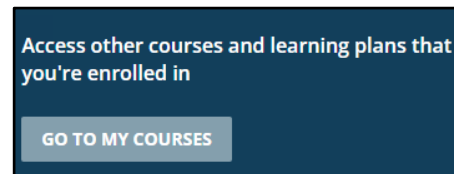
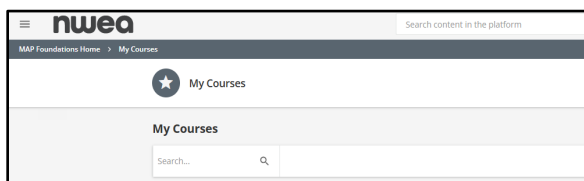
Scenario 1

If you already have a MAP Growth account **and** have accessed Professional Learning Online, use the following steps to log in to Professional Learning Online and auto enroll you in the course. *If you do not have either, please refer to the Scenario 2 instructions on page 2 of this document.*

1. In a new browser tab window, copy and paste the URL provided below. This will log you in to your Professional Learning Online account and enroll you in the 25-26 SY Maine Through Year Assessment Coordinator Training module.

https://prolearning.nwea.org/learn/course/625/25-26-sy-maine-through-year-assessment-coordinator-training?generated_by=131446&hash=f4ff7935a53a2cc6fd0247c5429991a7ba1ccd79

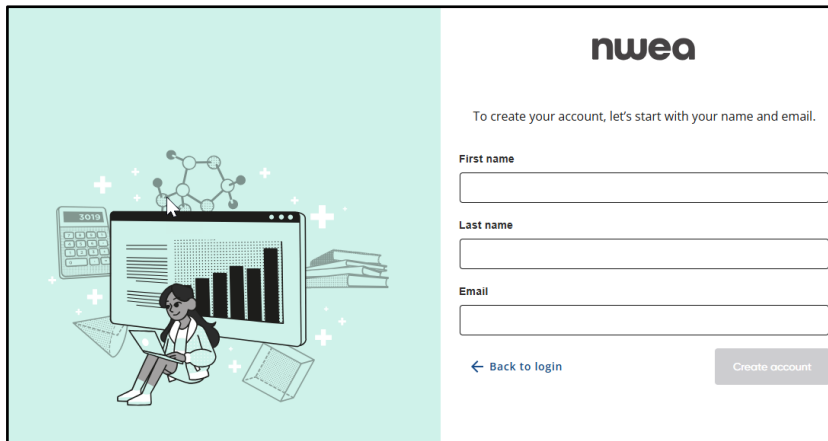
- The email address should be the same email address you use to log into MAP Growth (MARC). You will want to confirm the email address also has the correct domain: .org, .net, etc.
 - Once you have logged in, you will be taken directly to the training module.
2. Once enrolled in the course, you can find all your enrolled courses at [My Courses](#).
 - If you are logging back into Professional Learning Online, make sure you are using the login URL, prolearning.nwea.org, and **not** the Auto Enrollment link above in Step 1.



Scenario 2

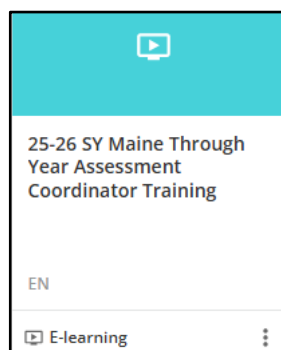
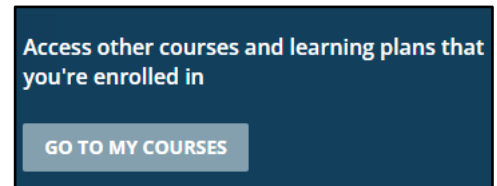
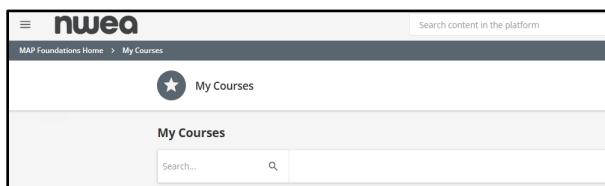
If you do not have a MAP Growth account, and do not already have access to Professional Learning Online, you will need to create an account.

1. Navigate to the [Create Account](#) page.



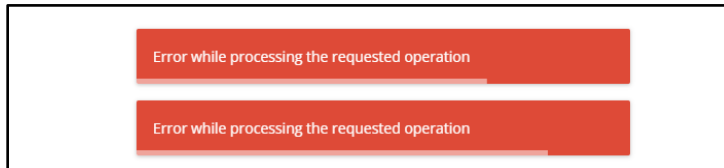
The screenshot shows the nwea Create Account page. On the left is a teal illustration of a person sitting at a desk with a laptop, a bar chart, and a calculator. On the right is a white form area with the nwea logo at the top. Below the logo is the text "To create your account, let's start with your name and email." followed by three input fields: "First name", "Last name", and "Email". At the bottom of the form are two buttons: "Back to login" (with a left arrow) and "Create account" (in a grey box).

2. Enter your first name, last name, and email in the appropriate fields, then select the **Create account** button.
3. A verification email will be sent to the address you provided. Select the **Verify email address** button within email and follow the instructions for creating a password.
4. Select continue to login, and on the login screen, enter your email address and password.
5. After you have created an account and have been enrolled in the course, you can find all your enrolled courses at [My Courses](#).



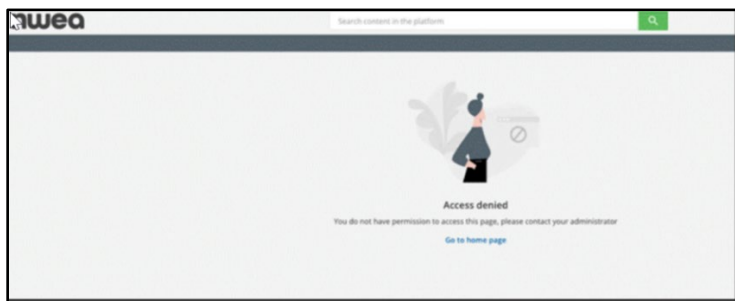
Troubleshooting

- If you receive the following message on your screen, please allow a few seconds for the screen to fully refresh and the error message will disappear. This error occurs when a user has already been enrolled in the course but is using the auto enrollment link to login, as opposed to the standard login: <https://prolearning.nwea.org>

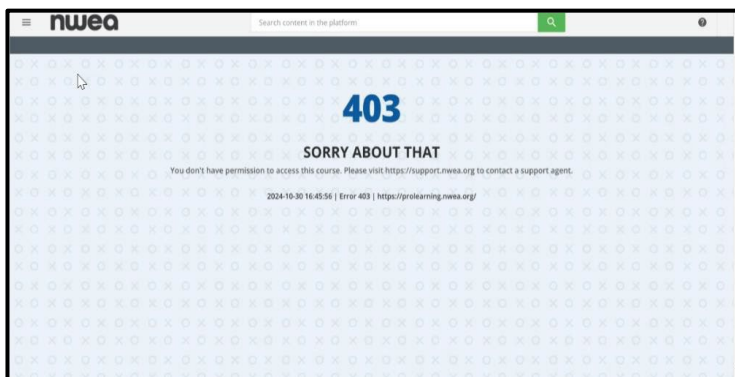


- If you receive the access denied message below this indicates an error occurred with a previous clickable URL provided. Please close your current browser window, open a new browser window and copy/paste the following URL:

https://prolearning.nwea.org/learn/course/625/25-26-sy-maine-through-year-assessment-coordinator-training?generated_by=131446&hash=f4ff7935a53a2cc6fd0247c5429991a7ba1ccd79



- If after logging in, the home page displays a 403-error or a message indicating that you do not currently have access to this content, this means that you did not use the auto enrollment link to enroll in the course. You will need to enroll using the auto enrollment link to bypass the 403-error message.



- If you are still experiencing issues, please reach out to techsupport@nwea.org and let them know you are having trouble accessing 25/26 SY The Maine Through Year Assessment Coordinator training module that is housed within the Professional Learning Online platform.