

How to Enroll in the 26-27 SY Maine Through Year Assessment Coordinator Training Module

To offer more flexibility, the Assessment Coordinator training module is 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.

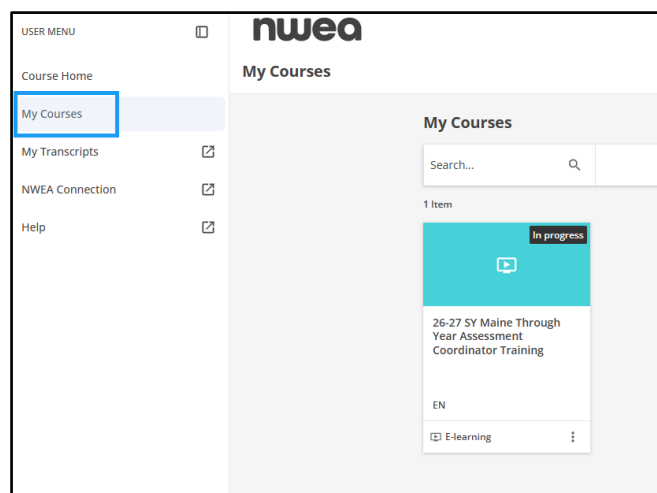
Scenario 1

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 to 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. The following link, [Maine Auto Enrollment Only](#), will log you into your Professional Learning Online account **and** will enroll you in the module for the 26-27 SY Maine Through Year Assessment Coordinator Training.
 - 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.
2. Once you have logged in, you will be taken directly to the training module, and you are ready to begin.

If you have enrolled but have not yet completed the 26-27 SY Maine Through Year Assessment Coordinator Training, when you log 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.

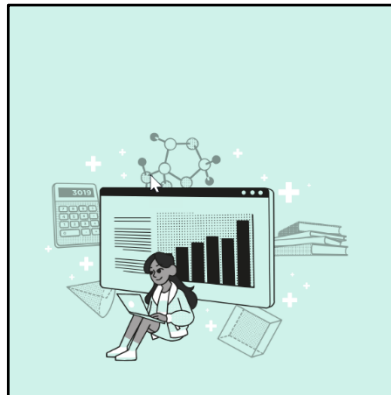
You will find all your enrolled courses by going to **My Courses** on the User Menu.



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.
2. Enter your first name, last name, and email in the appropriate fields, then select the **Create account** button.
3. A verification email from noreply@auth.nwea.org will be sent to the email address you provided. Select the **Verify email address** button within the email and follow the instructions for creating a password.
4. Once you have created a password, you will see the **Continue to log in** button, which will take you back to the login page. Logging in from this page will **not** auto enroll you in the training module, so please continue to Step 5.
5. Open a new browser window and click on the following link: [Maine Auto Enrollment Only](#). You can continue the login process from this screen, which will log you in **and** enroll you in the module for the 26-27 SY Maine Through Year Assessment Coordinator Training.
6. Since this will be your first time logging into Professional Learning Online, you will be asked to read and agree to the privacy policy shown on the screen.



nwea

To create your account, let's start with your name and email.

First name

Last name

Email

[← Back to login](#) [Create account](#)

nwea

Please check your email, You'll find a verification message from NWEA in your inbox or another folder.



[Continue to log in](#)

nwea EN

Default policy

You must read and agree to the privacy policy in order to proceed

Any information collected by us, relating to an identifiable person, shall be used only in accordance with the procedures and for the purposes that are here acknowledged to the data subject and where the latter, as required by law, has expressly consented.

☒ I accept the terms of the privacy policy (required)

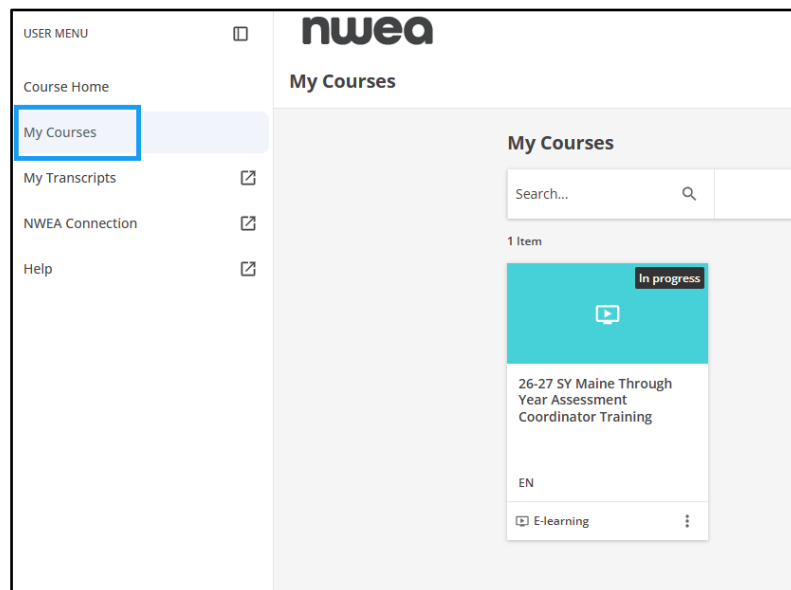
[I DON'T AGREE](#) [I AGREE](#)

7. Once you select, **I Agree**, the system will log you in and populate the module. You are ready to begin by selecting **Start Course**.



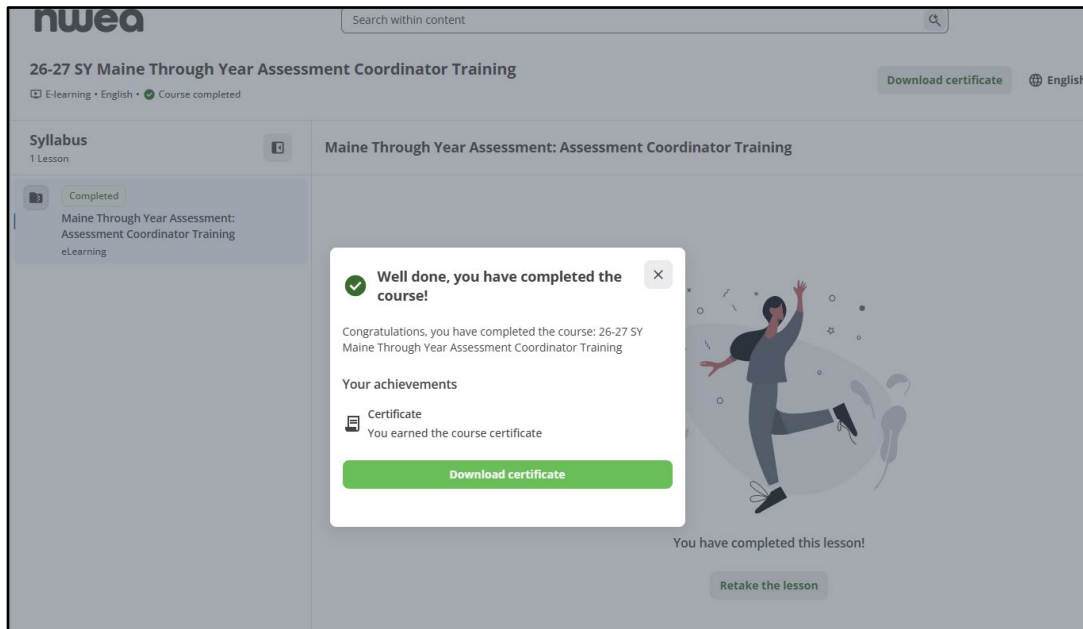
If you have enrolled but have not yet completed the 26-27 SY Maine Through Year Assessment Coordinator Training, when you log back into Professional Learning Online, make sure you are using the login URL, prolearning.nwea.org, and **not** the Auto Enrollment link above in Step 5.

You will find all your enrolled courses by going to **My Courses** on the User Menu.



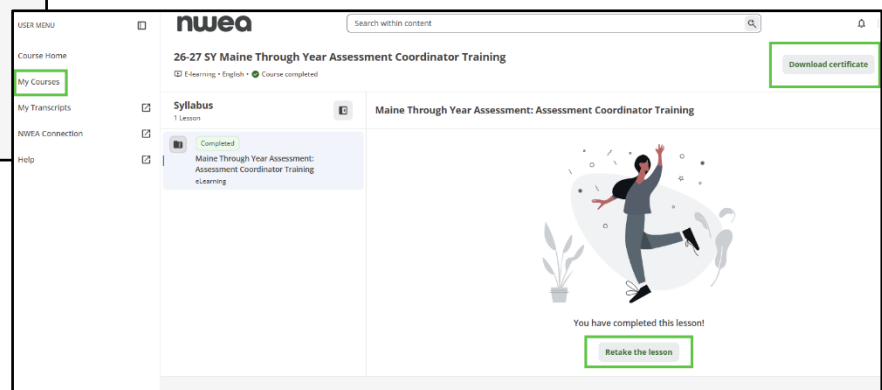
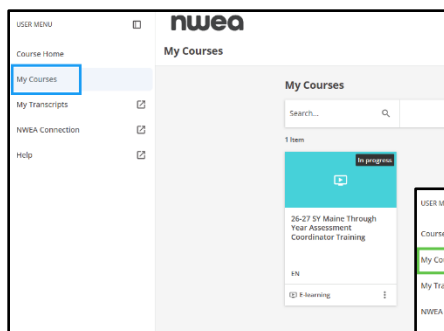
Course Completed Certificate

Once you have completed the 26-27 SY Maine Through Year Assessment Coordinator Training, you will have the opportunity to download the certificate upon exiting the course. Please allow several seconds for the **Download certificate** window to appear.



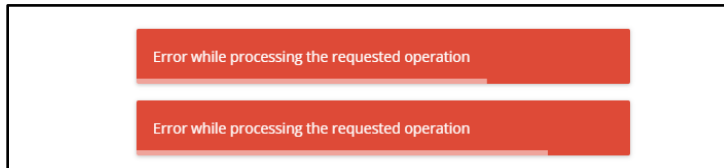
Once you have selected the **Download certificate** button, the certificate will appear in your downloads folder on your device.

If you did not download the certificate upon completion, you can access the certificate at a later date by going to **My Courses** and selecting the 26-27 SY Maine Through Year Assessment Coordinator Training and then selecting the **Download certificate** in the upper right corner. If you'd ever like to revisit lessons within the course or retake the course, you can do so by selecting the **Retake the lesson** button.

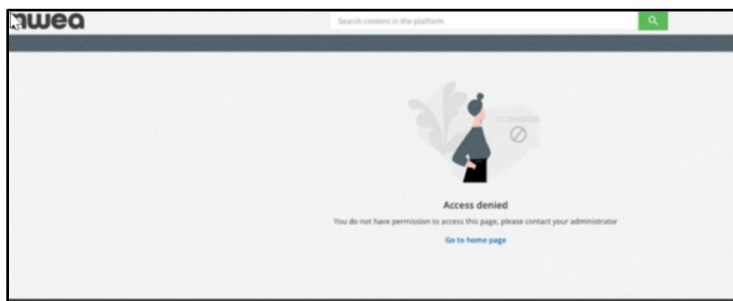


Troubleshooting

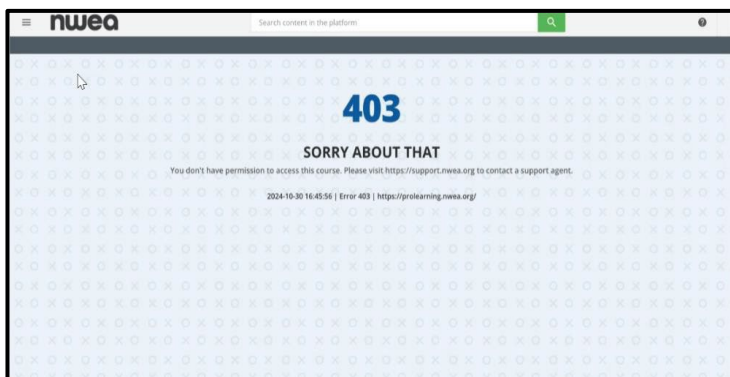
- If you receive the following message on your screen, please allow a few seconds for the screen to fully refresh and the error message will disappear. This error occurs when a user has already been enrolled in the course but is using the auto enrollment link to login, as opposed to the standard login: 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 use the following link: [Maine Auto Enrollment Only](#).



- 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 the 26/27 SY Maine Through Year Assessment Coordinator training module that is housed within the Professional Learning Online platform.