

### Registration Steps

1. Go to the Thinkport homepage - [www.thinkport.org](http://www.thinkport.org)
2. Select the **Register** link from the upper right hand corner of the page or from the Register Here button beneath the log in box on the left-hand side.
3. Enter your name, address, and email information in the corresponding text fields.
4. Select **Yes** or **No** to indicate if you are or are not using a non-visual agent (such as Jaws) to browse Thinkport. (Jaws is a program for visually impaired users)
5. Select your Primary Role or Job Function from the drop down field.
6. Enter your School District and School information and select the **Add School** button.

The screen refreshes and a chart displays with the name and the District and School you selected to add.

School District and School  Not applicable  
Use the first drop-down menu to choose the school district and then use the second drop-down to choose the school. Select the Add School button to confirm the choices.

Carroll County Public School  New Windsor Middle

District	School
<input type="checkbox"/> Carroll County Public Schools	New Windsor Middle

Add School button.

To remove an item from the chart, select the delete button.

If you teach in more than one school and/or district, repeat step 6 to add additional information.

7. Enter the Grade Level that you teach and select the **Add Grade Level** button

Screen refreshes and a chart displays with the grades you selected

Grade Levels  Not applicable  
Use the drop-down menu to choose the grade level. Select the Add Grade Level button to confirm the choice. Repeat the same steps to add more than one grade level.

6

Grade Level
<input type="checkbox"/> 6

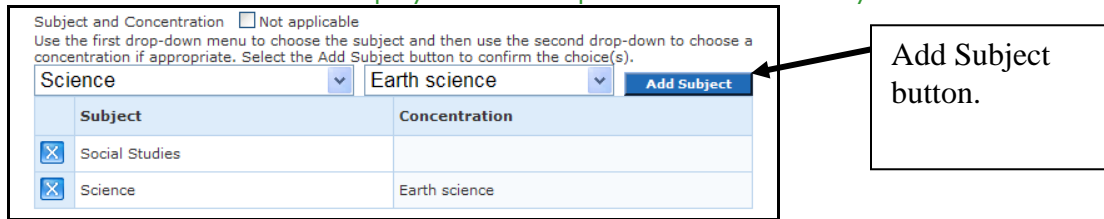
Add Grade Level button.

To remove an item from the chart, select the delete button.

If you teach in more than grade, repeat step 7 to add additional information.

8. Enter subject and concentration information and select the **Add Subject** button.

Screen refreshes and a chart displays with the subjects and concentrations you selected



Subject and Concentration  Not applicable  
Use the first drop-down menu to choose the subject and then use the second drop-down to choose a concentration if appropriate. Select the Add Subject button to confirm the choice(s).

Science Earth science Add Subject

Subject	Concentration
<input checked="" type="checkbox"/> Social Studies	
<input checked="" type="checkbox"/> Science	Earth science

To remove an item from the chart, select the delete button.

**Note:** If you teach additional subjects or want to add additional concentrations in more than grade, repeat step 8.

9. Decide on a username and password and enter them into the corresponding fields.
10. To confirm that you have correctly typed your password, enter it again into the **Confirm Your Password** field.
11. Select a question from the drop down menu. If in the future, you forget your password, Thinkport will ask you this question to verify your identity. After you answer the question correctly, Thinkport will send you an email with your password information.
12. Enter your personal answer to the question, you selected.
- Note:** The question and the answer do not have to relate to your password.
13. Select the [Terms of Use and Privacy Policy](#) to review Thinkport's policy information
14. Select **yes** after you have reviewed the terms of use and privacy policy.
15. Confirm that you want to receive the Thinkport newsletter. If you do not want the newsletter, select no.
16. Select the **Submit** button.
17. You will receive an email in the account that you listed on your registration from [admin@thinkport.org](mailto:admin@thinkport.org) with a subject line of Thinkport Registration Confirmation. Be sure to set your email filtering to allow this message so that it does not get caught in junk mail.
18. Open the email and select the link within it to activate your account.
19. Enter your Username and Password into the Thinkport Log in fields.

If you have, problems or questions email the Thinkport team at: [myusername@thinkport.org](mailto:myusername@thinkport.org).



**Registration Troubleshooting**

1. Forgot to select the Add button.

Users who forget to select the add button will receive an error message that they have forgotten to enter their school, grade or subject area. Users must return to those fields, make sure the proper information is displayed and then select the Add button.

2. Each time a user makes a change to any registration field their password must be re-entered.

3. Users who signed up for the Thinkport Weekly e-newsletter and register for a Thinkport account simultaneously will receive two emails. The chart below outlines the emails you will receive and the actions required.

<b>Email received from:</b>	<b>Subject Line:</b>	<b>Action Required:</b>
<a href="mailto:lists@mpt.org">lists@mpt.org</a> –MPT Lists Manager	Activate your Thinkport newsletter subscription	Reply to the email.
<a href="mailto:admin@thinkport.org">admin@thinkport.org</a>	Thinkport Registration Confirmation	Open the email and click on the link within the email.