



Maine Department of Education, 2007

Instructions Account creation & Management for Maine Schools

- General
- School PrepMe Contact Person
 - School Admin Account
- Student Account Creation
 - Using MEDMS Download to submit account data
 - Using your SIS to submit account data
- Website access
 - PrepMe.com link

General

Overview

Participating schools are required to complete 3 items to participate in the PrepMe program:

- Designate a PrepMe contact person at the school
- Provide PrepMe with student information to create unique login accounts for each student
- Provide a link on the school's web site to the PrepMe web site to facilitate ease of access for student logins.

School contact and student data submissions completed by the early-bird deadline of February 16, 2007 will have their school's student login accounts active on February 26, 2007. The final deadline for contact and student data submissions is February 28, 2007. Schools submitting data by the final deadline will have their accounts active on March 5, 2007. All submissions should be made to: maine@prepme.com.

School PrepMe Contact Person

Designate a PrepMe Contact

Each school must designate a PrepMe contact person. This person will be the primary contact person for the school with PrepMe. In addition, it is recommended that this person be responsible for providing initial account login information to students and families. Generally, this person is usually a school guidance counselor.

Please email the following information to PrepMe to designate your school contact person:

1. **Name**
2. **Phone number**
3. **Email address**
4. **Title**

Email the information along with your student account information (see below) to: maine@prepme.com.

School Admin Account

Each school's PrepMe contact person will receive from PrepMe information on how to login to your school's administrative login to see your school data. This login should be shared locally with relevant staff (Principal, guidance, etc.) The information from PrepMe will include more details of what types of functions the school administrative login can perform, and what types of data are available.

Student Account Creation

General Instructions

Each school should email to PrepMe its local PrepMe school contact information (see above) along with a spreadsheet (.xls) that will be used to generate your student accounts. The spreadsheet should include 6 data elements per student:

1. **MEDMS StateStudentID**
2. **First Name**
3. **Last Name**
4. **MEDMS School_ID**
5. **Student Email ***
6. **Parent Email ***

*Please note: In the interest of time and simplicity, the email address fields may be populated with a common generic email account for all students. In general, the accounts are used by PrepMe to allow both students and parents to receive weekly reports on progress. In addition, in the event a user forgets his/her password, the new password can be emailed to the designated student email account. Upon login to the account, any student user may modify the student email address to a different email account. Once the accounts are created, the parent email account cannot be changed.

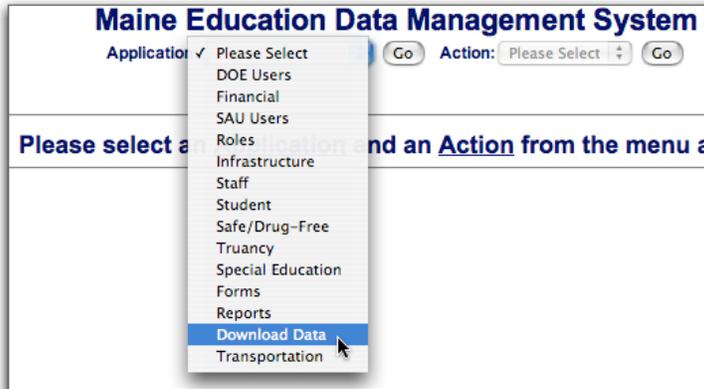
Schools may wish to create a new account on their own mail system to accept these emails. For example, prepme@mymaineschool.org. The same account may be entered for both student and parent. Once the account is created, the parent account may not be altered. It is important that someone (ideally the school's PrepMe contact person) has access to this generic email account so that parent progress reports are accessible and made available to parents.

There are two basic ways to prepare the spreadsheet. Either method is acceptable. Please follow these directions carefully:

Using MEDMS to submit account data

Schools may login to MEDMS and use the “Download Data” feature to generate a spreadsheet that includes the first 4 data elements (StateStudentID, FirstName, LastName, School_ID) for each eleventh grader enrolled in the SAU. SAUs with multiple high schools should submit one spreadsheet (and designate one PrepMe contact person) per school. Please delete students from other high schools in the SAU.

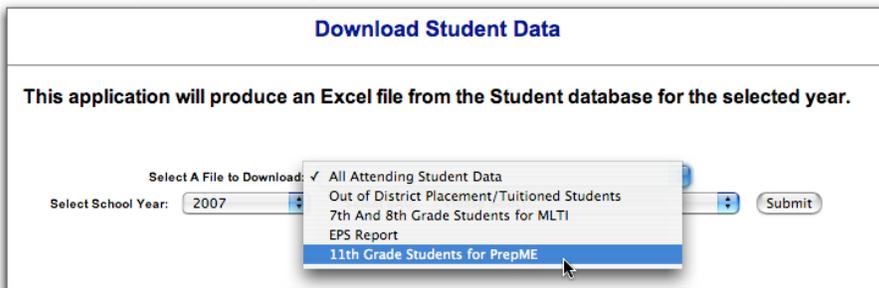
1) Select “Download Data” from the Application drop down menu and click “Go”.



2) Select “Student Enrollments” from the Action drop down menu and click “Go”.



3) Select “11th Grade Students for PrepMe” from the “Select A File to Download” drop down menu. Verify the other drop down menus are correct for 2007 and your SAU.



4) An Excel spreadsheet will download named “MEDMS_StudentDownload.xls” to your desktop or your browser’s preferred download location.

5) Open the spreadsheet, and add to Column E the student’s email address for each student (if you are using a generic email account for all students, please copy the address into the cell in Column E for each student).

6) Add to Column F the parent’s email address for each student (if you are using a generic email account for all students, please copy the address into the cell in Column F for each student).

- 7) Add any missing students or delete any extra students, then save the file.
- 8) Please rename the file so that it includes your school's 4 digit MEDMS School_ID (it should be listed in Column D). For example: 1234 MEDMS_StudentDownload.xls.
- 9) Email this file along with your School PrepMe Contact person's contact information (see above) to: maine@prepme.com.

Using your SIS to submit account data

- Schools may also prepare the same spreadsheet manually using data from another source like the SAU's school information system. To do so, please provide the same data in the same order as above (MEDMS StateStudentID, FirstName, LastName, MEDMS School_ID, student email, parent email) on an Excel spreadsheet.
- Row 1 should include labels for each column to be consistent with the MEDMS download. This will facilitate automating the account creation process. PrepMe will assume Row 1 will **not** include student account data.
- Please name the spreadsheet so that it includes the school's 4-digit MEDMS School_ID in the name of the file. For example: 1234 MySchoolName.xls. This file plus your School PrepMe Contact Person information should be emailed to: maine@prepme.com.

	A	B	C	D	E	F
1	StateStudentID	FirstName	LastName	School_ID	Student email	Parent email
2	111111	CRYSTAL	SMITH	1111	asb@name.c	asb@name.com
3	111111	ALANNA	WILSON	1111	asb@name.c	asb@name.com
4	111111	JOHN	SMITH	1111	asb@name.c	asb@name.com
5	111111	ARISTINA	SMITH	1111	asb@name.c	asb@name.com
6	111111	ALANNA	SMITH	1111	asb@name.c	asb@name.com
7	111111	DANIEL	SMITH	1111	asb@name.c	asb@name.com
8	111111	REWARD	SMITH	1111	asb@name.c	asb@name.com

Website link

Linking to PrepMe.com

All participating schools are asked to provide a link from their school/district website to the Prepme.com home page to facilitate student access to their PrepMe account. To do so, schools may use the following HTML code to insert a link to PrepMe:

```
<p align="center"><a href="http://www.prepme.com"></a></p><p align="center">PrepMe is providing <a href="http://www.prepme.com">SAT test preparation </a> for every junior in Maine!</p><p align="center">Visit <a href="http://www.prepme.com">www.prepme.com </a> for more information.</p>
```

This HTML code is also available at <http://www.prepme.com/maineschools>.