

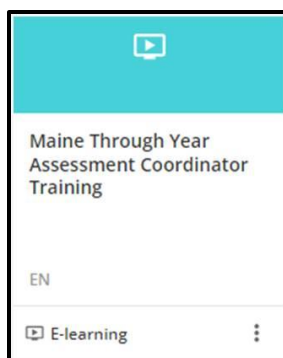
How to Enroll in the Maine Through Year Assessment Coordinator Training Module

To offer more flexibility, the Assessment Coordinator training has 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.

If you already have a MAP profile, use the following steps to log in to Professional Learning Online using an auto enrollment link:

- The link below will auto enroll you in the Maine Through Year Assessment Coordinator Training module, as well as log you in to Professional Learning Online.
 - [Enroll in the 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.
 - Once you have logged in, you will be taken directly to the training module.
- After you have enrolled in the course, using the enrollment link above, to log in to Professional Learning Online, you will return to using the following link to login: <https://start.mapnwea.org>
- Once logged in, click on the **Professional Learning** tab.
- Click on the **Access Professional Learning Online** tile to log in and view courses. Once logged in, courses or learning plans you are enrolled in appear on your home page. Below is the image that you will see for the [Maine Through Year Assessment Coordinator Training](#) course.

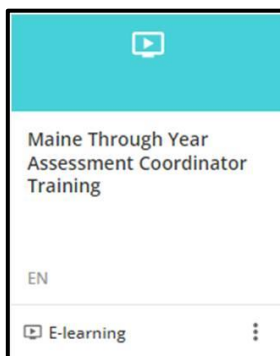


If you **do not** have a MAP profile, and **do not** already have access to Professional Learning Online, you will need to create an account.

1. Navigate to [Enroll in the Maine Through Year Assessment Coordinator Training](#).
2. Select the **Create account** link.

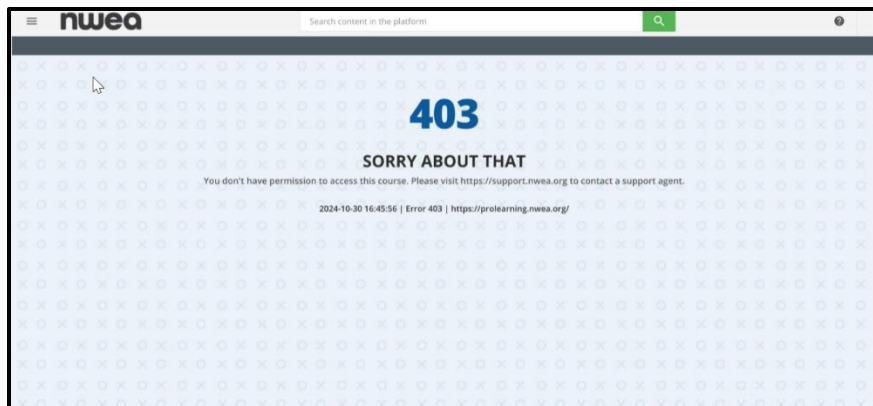


3. Enter your first name, last name, and email in the appropriate fields, then select the **Create account** button.
4. A verification email will be sent to the address you provided. Select the **Verify email address** button within email and follow the instructions for creating a password.
5. Select continue to login, and on the login screen, enter your email address and password.
6. After you have created an account and have been enrolled in the course, to log in to Professional Learning Online, you will return to using the following link to login: <https://start.mapnwea.org>
7. Once logged in, click on the **Professional Learning** tab.
8. Click on the **Access Professional Learning Online** tile to log in and view courses. Once logged in, courses or learning plans you are enrolled in appear on your home page. Below is the image that you will see for the Maine Through Year Assessment Coordinator Training course.



Troubleshooting

- After logging in, if the home page displays a 403-error or a message indicating that you do not currently have access to this content, this indicates that you did not use the auto enrollment link provided above 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 after using the auto enrollment link, you will need to reach out to techsupport@nwea.org.