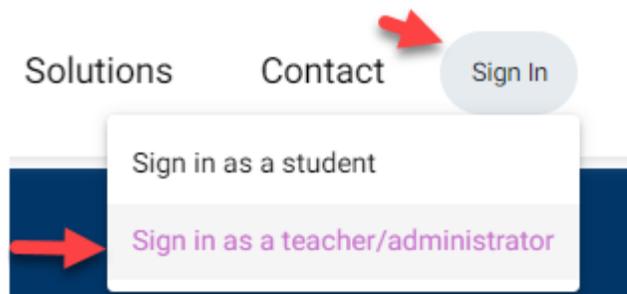


Activating your Teacher Portal Account



1. Verify your Data Manager has set up Teacher Portal access for you.
2. Open your preferred browser and go to <https://teportal.org/>.
3. Click **Sign In** then **Sign in as a teacher/administrator**



4. Click **Sign up as teacher / administrator**

5. Enter your TOPSpro Enterprise (TE) Credentials then click **Next**
6. If you do not know your TE Credentials, contact your Data Manager.

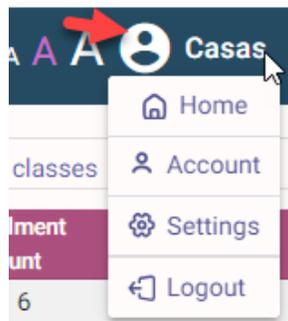
7. Now register for the Portal. **Do not use a phone number.** Click **Register**.

8. In the popup, click **Continue** which will send a verification code to your email.

9. Check your email for the verification code from TOPSpro Enterprise Portal (Portal@casas.org)

10. Last step is to enter the code from your email into the pop-up on Teacher Portal.

If you are having issues with verifying your account, click your name in the top right corner then **Account**.



Verify you do not have a phone number associated with your account. If you do, click **Remove your phone number**.

Change your phone number

Current phone number
+17025555555

New phone number
Enter your new phone number
A SMS containing a verification code will be sent to this number

[Continue](#) [Cancel](#)

Just want to remove +17025555555? [Remove your phone number](#)