## 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

TOPSpro-	Ď
Teacher/Administrate	or Portal
Email or phone *	
Email or phone number is required Password *	ø
Login	
Sign up as teacher/administrator	Forgot password?
Unauthorized access to person information is a violation of state	nally identifiable e and federal law.

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

TE Login		
Use your TE credentials for User* and Password*		
Server *		
Rolling Hills Simulation	*	
State/Agency/Site		
User *		
Password *	8	
Next		

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

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Portal Registration
First Name *
Casas
Last Name *
Teacher
Email
casasteacher@casas.org
You'll log in using either email or phone
Phone
Add international prefix for numbers outside US
Use the same password as in TE
Register

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

Verify your	email a	ddress
Before comp An email con	leting yo taining v	our registratio verification ir
Continue	Skip	]

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

TOPSpro Enterprise Portal portal@casas.org
to me 💌
Casas,
We need to verify that you own this email addres
Enter the following security code: 402023.

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



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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 yo	ur phone number
Current phone +1702555	number 5555
New phone nu Enter your	imber new phone number
A SING CONTAIN	ing a venication code will be sent to this number
Continue	Cancel
Just want to rem	nove +170255555552 Remove your phone numbe

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