



## QUICK REFERENCE GUIDE FOR STUDENTS HOW TO CREATE A TEMPORARY ACCOUNT

*Students who have recently transferred to a public school in North Dakota may need to create a temporary account in RUPReadyND.com. Only create a temporary account if you have already tried to log in to RUPReadyND.com following the process outlined for returning users, below.*

### HOW TO CREATE AN ACCOUNT (FIRST TIME USERS)

1. Go to **RUPReadyND.com**.
2. Click **Create an Account**.
3. Click **Go** next to the role that best describes you.
4. Enter your date of birth and select your school. Public schools will not appear in the list. Instead,
  - Click **All** at the top of the screen.
  - Type North Dakota into the search box, and then click **Go**.
  - Look for North Dakota (CRN Training District) in the list that appears and click to highlight it.
  - Click Continue.
5. You will return to the Create an Account Page. Click **Next**.
6. Enter your account information. When asked for your Account Name and Password, follow this naming convention:
  - **Account Name:** nd.lastname.firstname.mmddyyyy (i.e. nd.doe.john.11221999)
  - **Password:** mmddyyyy (i.e. 11221999)

You will use this to access the site. Within a week, this account will be moved to your public school. You won't have to do a thing – you'll just be linked to your school.

If you have used RUPReadyND.com in the past, enter the account name you have used in the past and import your Choices Portfolio. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**.

7. Be sure to remember your username and password! Consider writing them down somewhere safe.
8. Click **Click here to continue** – and start using RUPReadyND.com!

### HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to **RUPReadyND.com**
2. Enter your Account Name and Password under Sign In.
  - **Account Name:** nd.lastname.firstname.mmddyyyy (i.e. nd.doe.john.11221999)
  - **Password:** mmddyyyy (i.e. 11221999)
3. Click the **Sign In** button.