Assessment System - Getting Started

1. You will access the Assessment System from http://education.olemiss.edu/assessment/.

2. All new users must register before they can login to the Assessment System. In order for a user to register successfully, the information he/she enters must match information already on file in the database portion of the system. This information is different for different users:
   a. For Ole Miss employees and students, the employee id number/student id number (UMID) entered will be compared to the one that has been imported from UM data records and must match exactly.
   b. For Clinical Instructors, the email address and legal name must match those collected by the School of Education Placements Office. If you get an error message that states that the email address does not match, please double-check your spelling and try once more. If you get the same error message twice, please email assess@olemiss.edu. There is no need to try the same email address more than twice; there is always a possibility that there is a typo in the system or that a CI’s email address is different from the one that was received by the Placements Office.

3. Click on the register link in order to begin registration.
4. First, choose your **Role**. All University Supervisors choose “Faculty;” all Clinical Instructors choose “Clinical Instructor;” Students choose “Student.” Continue to complete the form, providing the information that has been requested. Be sure to complete each item carefully and follow the instructions provided.

5. Please note that university employees and students must provide an employee id number or student id number (UMID—NOT your webid), but Clinical Instructors are to leave this item blank. **NO SOCIAL SECURITY NUMBERS are to be used by anyone.**

6. Clinical Instructors’ email addresses must be collected by the School of Education’s Placement Staff and entered into the Assessment System prior to registration. Please be sure to use the email address that you provided or that was provided for you by your school. University employees and students **must** use their Ole Miss email accounts.

7. If you encounter a problem when registering or logging in, email the System Administrator at assess@olemiss.edu. **Please include the exact wording of any error message that you receive.**

8. Note that passwords must be at least 6 characters long and may be no more than 20 characters. Passwords may include letters, numbers and the underscore. It is a good idea to use a combination of all these items in the password to make it less likely that someone could guess the password easily. For UM employees and students, be aware that this system and this account are not related to the MyOleMiss account in any way. The username and password are not interchangeable.
9. Once you have successfully registered for the Assessment System, an email will be sent from the System Administrator advising that the registration process is complete. This email will contain a link. Click the link to go to the login page. Please note that the link in this email is good only ONCE for activation purposes. Once your account has been activated, the link no longer works. You should go to http://education.olemiss.edu/assessment/login.php for all subsequent logins.

10. Each user will login with his/her email address and the password that was created during registration. See #14.

11. If you have forgotten your password, click here to reset it. Please note that you cannot reset a password until you have successfully registered for the system and activated your account.

12. Once you have logged in, you will be redirected to the appropriate Main Page based on your role, i.e., Faculty, Clinical Instructor, Student, etc.

13. All users have Personal Profiles. Once you have registered, please check your personal profile to make sure that the data is correct. If there is incorrect data, you will be able to make changes in items with boxes. You will have to email assess@olemiss.edu to make changes in items without boxes. Once the initial data has been updated, you will need to re-visit Update Personal Profile only if you have changes in these items. Please note that, in particular,

   a. Faculty: please provide the Higher Education Start Date: we need to track the date that you began teaching in higher education; the format for the date is provided to the right of the box. Also, add/edit other missing/incorrect data. Please email assess@olemiss.edu if there is incorrect data that you are unable to correct.
b. Clinical Instructors: please complete/edit any missing/incorrect data. If there is data that is missing or incorrect that you are unable to access, please email assess@olemiss.edu and describe the situation so that corrections can be made.

c. Students: Please provide a non-Ole Miss email that you check fairly often. We will need to send a survey to you after you graduate and we would like to be able to send it via email. Also, please provide current telephone numbers. If any of your information is incorrect, please notify your Advisor so that it can be changed.

14. All returning users will simply go to the login page http://education.olemiss.edu/assessmen/login.php and login using the email address provided as a username and the password the user set up at registration. Returning users, please update your personal profiles.