



MSTP Guide

Creating a guest account and a family account in the Destiny One Registration System

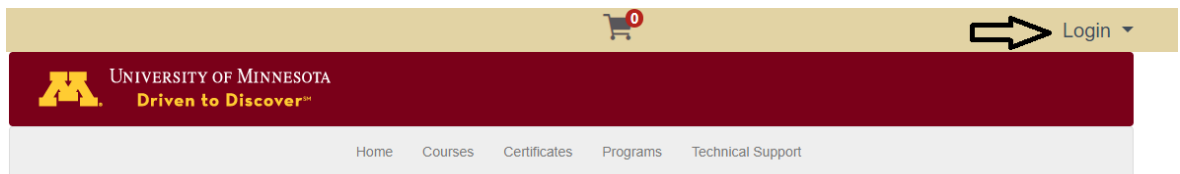
In order to register your child/children for the MSTP Iowa Assessments testing/proctoring sessions you will need to, (1) create a guest account in the registration system, and (2) create a family account in the registration system. You must create a family account to register someone other than yourself.

If you already have a University of Minnesota email address, or have already created a University guest account in the learning.umn.edu portal please see (2) [Create a Family Account](#)

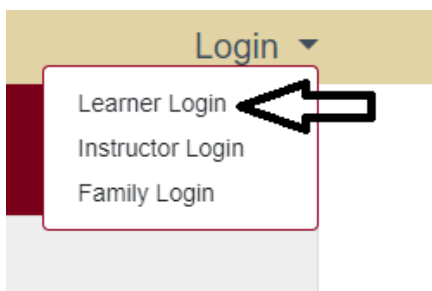
Once your guest account and family account are created follow this guide to [register for a testing session](#).

(1) Create a Guest Account

1. Go to learning.umn.edu



2. At the top right corner of the page select "login" and then select "Learner Login"



3. Under "I'm new to the University" select "Create Account"

I'm new to the University

If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant can register.



Create Account

4. Add your first and last name, email address, and phone number on the Create Guest Account page

Create Guest Account

Name

First Name

Test

Middle Initial (optional)

Last Name

Test

Contact

Email Address

oms@umn.edu

This email address will be your University Internet ID

Phone Number

6126260006

5. Add your address on the Create Guest Account Page

Address

Select Country

☒ United States ☐ Canada ☐ Other

Street Address

879 29th Avenue SE

Street Address 2 (optional)

City

Minneapolis

State

Minnesota

ZIP/Postal Code

55414

ABOUT GUEST ACCOUNTS

The information requested on this screen is used to identify your guest account. It will be used to contact you regarding changes to your guest account. Applications you use at the University of Minnesota may send you email for various purposes. Consult each application's privacy policy for specific details. The University of Minnesota will not reveal this information to third parties except as required by law.

6. Create a login password and then click “submit”

Create Password [Show Password Requirements](#)

Password

Show

Re-enter Password

Show

Guest Account Created

Your Guest Account has been created. Additional instructions and information will be sent to **oms@test.com**.

Email (This email address is your University Internet ID)	oms@test.com
Name	Test Test
Address	879 29th Avenue SE Minneapolis MN 55414
Country	US
Phone	6126260006

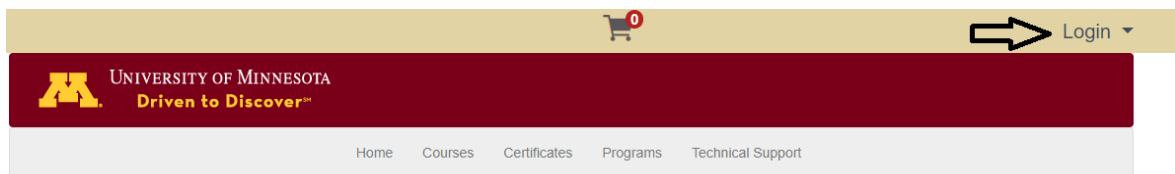
Click the button below to continue to <https://learning-test.umn.edu/portal/logonFamily.do?method=logonExistingAffiliate>

Continue

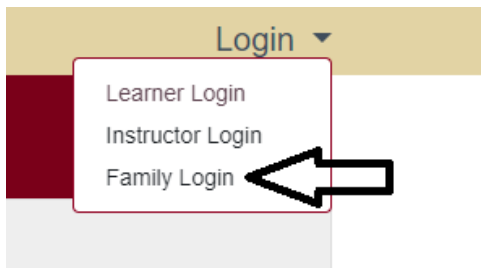
Your guest account has now been created! Next, create a family account.

(2) Create a Family Account

1. At the top right corner of the page select "login" and then select "Family/Organization Login"



2. Login with your previously created University Account



3. Complete the My Profile page by entering in your Contact Information including email, telephone, and address. Once you've added your address select continue.

- The family contact information should be the parents first and last name
- The email address should be the parents email address

[Home](#) [Courses](#) [Certificates](#) [Programs](#) [Technical Support](#)

Family/Organization Group Information

[Personal Information](#)

[Group Information](#)

[Email Address](#)

[Telephone / Fax](#)

[Address](#)

Family/Organization Contact Information

Personal Information

Family/Organization Contact First Name:*

MSTP Test First Name

Family/Organization Contact Last Name:*

MSTP Test Last Name

[Personal Information](#)

[Group Information](#)

[Email Address](#)

[Telephone / Fax](#)

[Address](#)

Email Address

Email Address:*

familyemail@test.com

Telephone / Fax

Please include international dialing information in the area code field if applicable.

Type:*

Home

Area:*

612

Number:*

6260006

Ext.:

Address

Type:*

Home

Address 1 or Business Name:*

879 29th Avenue SE

Address (line two):

City:*

Minneapolis

State/Province:*

MN

Other State:

Country:*

USA

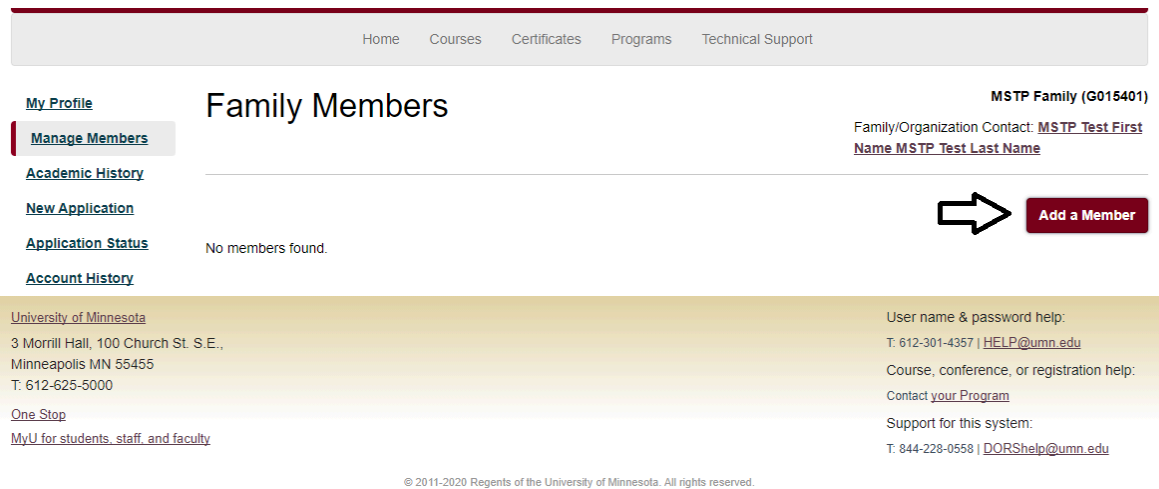
Zip/Postal:*

55414

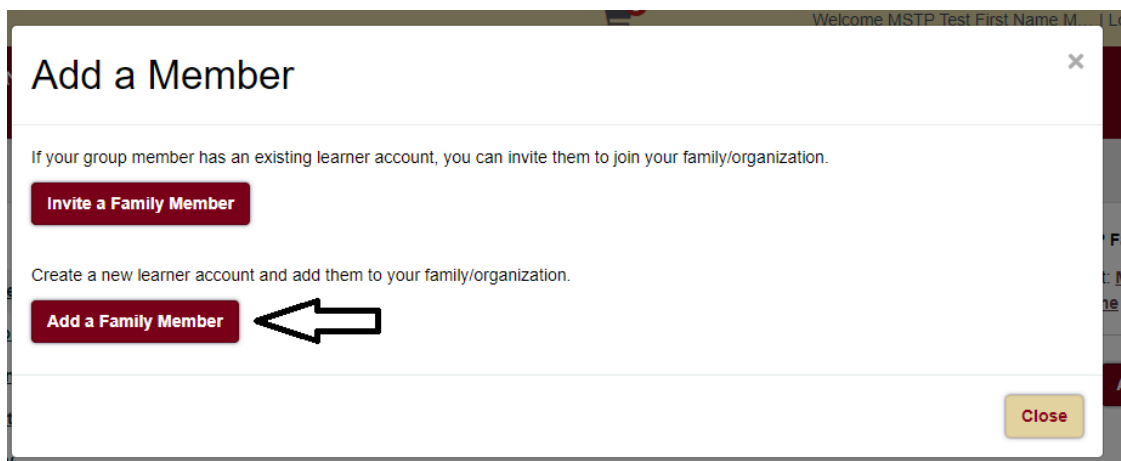
[Continue](#)

Required fields are indicated by *.

4. Add your child/children to the registration system
 - On the “Manage Members’ page click “Add Member”



5. Select “Add a Family Member”



6. Add child contact information
 - **Note: The email address for the child can be a fake email address (example: fakeemail2@fake.com)**

[My Profile](#)

[Manage Members](#)

[Academic History](#)

[New Application](#)

[Application Status](#)

[Account History](#)

Family/Organization Member Profile

MSTP Family (G015401)

Family/Organization Contact: [MSTP Test First Name MSTP Test Last Name](#)

Contact Information

Personal Information

First Name*

Child 1 first name

Last Name*

Child 1 last name

Personal Pronouns

Date of Birth

Date of Birth



Email Address

Email Address*

fakeemail1@fake.com

7. Add in address and phone number
 - This can be the same as the parent address and phone number
 - Click "save" when finished

Telephone

☒ Use Billing Contact Telephone: (612) 6260006

Type*
Home

Telephone / Fax
+1 612-626-0006

Address

☒ Use Billing Contact Address: 879 29th Avenue SE, Minneapolis, MN, 55414, USA

Type*
Home

Address 1 or Business Name*
879 29th Avenue SE

Address (line two)

City*
Minneapolis

State/Province*
MN

Other State

Country*
USA

Zip/Postal*
55414

[Cancel](#) [Save](#)

8.. Add more children as needed by selecting “Add a Member” again.

Home Courses Certificates Programs Technical Support

[My Profile](#) **Family Members** MSTP Family (G015401)

[Manage Members](#) Family/Organization Contact: [MSTP Test First Name MSTP Test Last Name](#)

[Academic History](#) [New Application](#) [Application Status](#) [Account History](#) [Add a Member](#)

Learner Name	Student Number	User Name	Internet ID	Email
Child one last name, Child one first name	X318164	fakeemail1@fake.com		fakeemail1@fake.com

1 items found, displaying all items.

9. On the “Manage Members” tab click on the hyperlinked name of the learner.

[My Profile](#)
[Manage Members](#)
[Academic History](#)
[New Application](#)
[Application Status](#)
[Account History](#)

Family/Organization Members

University of Minnesota - Office of Measurement Services (G015402)

Family/Organization Contact: [OMS First Name](#) [OMS Last name](#)

Add a Member

Learner Name	Student Number	User Name	Internet ID	Email
Child one LN, Child one FN	X318169	fake12@fake12.com		fake12@fake12.com
Child two LN, Child two FN	X318170	fake122@fake12.com		fake122@fake12.com

10. On the learner profile page change the fake email address to the parents email address and then click "save" when finished.

[Manage Members](#)
[Academic History](#)
[New Application](#)
[Application Status](#)
[Account History](#)

Family/Organization Contact: [OMS First Name](#) [OMS Last name](#)

Contact Information

Personal Information

First Name

Child one FN

Last Name

Child one LN

Personal Pronouns

Email Address

Email Address*

oms@umn.edu

11. Repeat steps 9 and 10 for any additional children.

Your family account has been created!

Now that your family account has been created follow this guide to [register for a testing session](#)