# **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 <u>learning.umn.edu</u> portal please see (2) <u>Create a Family Account</u>

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 <u>learning.umn.edu</u>



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



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

# I'm new to the University

Create Guest Account

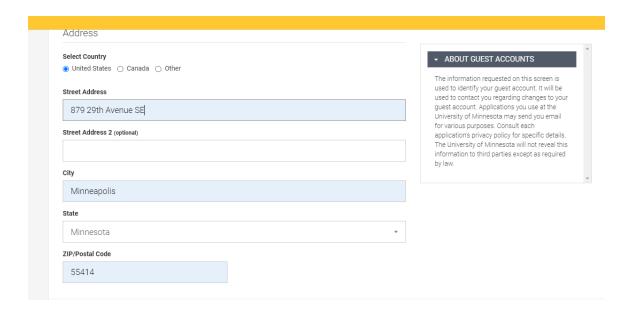
If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant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



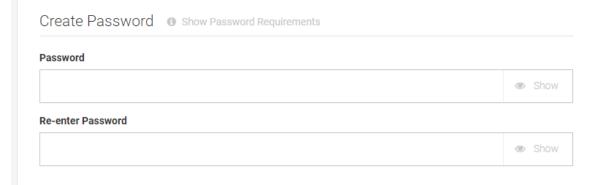
4. Add your first and last name, email address, and phone number on the Create Guest Account page

# 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 61262600006

5. Add your address on the Create Guest Account Page



6. Create a login password and then click "submit"



### **Guest Account Created**

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



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"

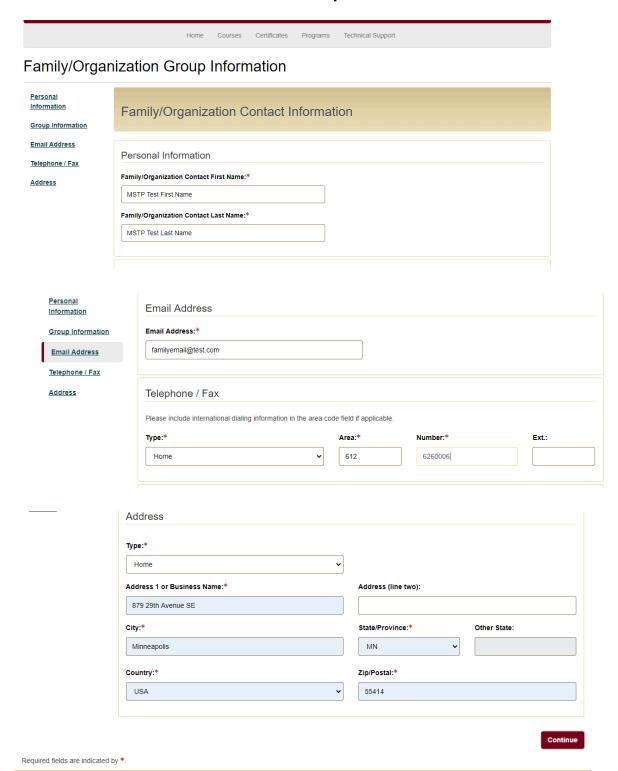


2. Login with your previously created University Account

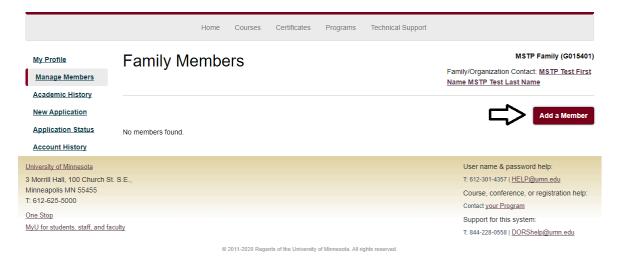


3. Complete the My Profile page by entering in your Contact Information including email, telephone, and address. Once you've added your address select continue.

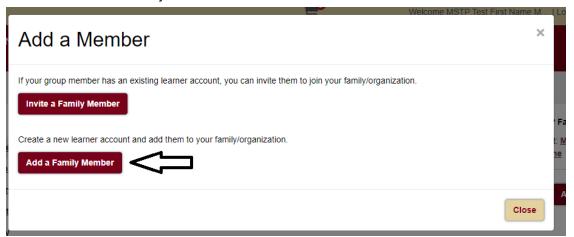
- The family contact information should be the parents first and last name
- The email address should be the parents email address



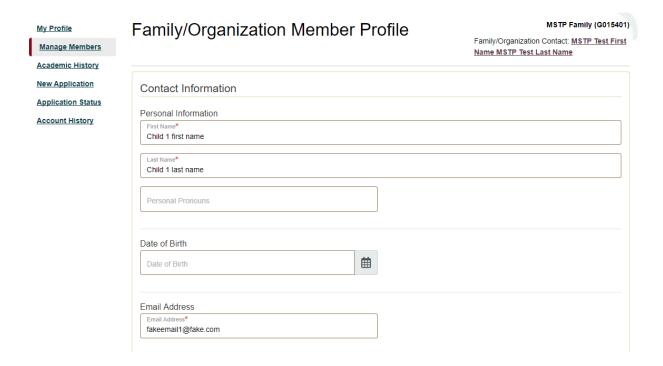
- 4. Add your child/children to the registration system
  - o On the "Manage Members' page click "Add Member"



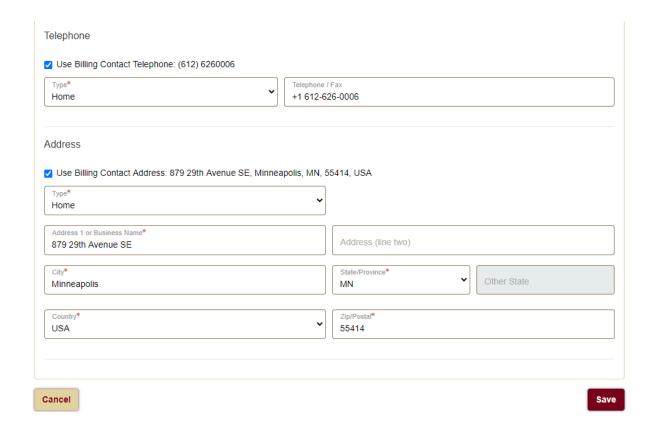
5. Select "Add a Family Member"



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



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



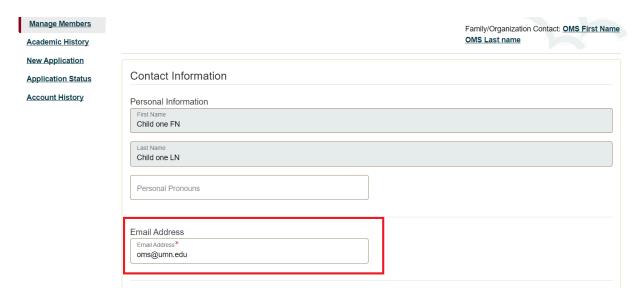
8.. Add more children as needed by selecting "Add a Member" again.



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



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



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