CTE Articulation: High School Instructor Reference Guide
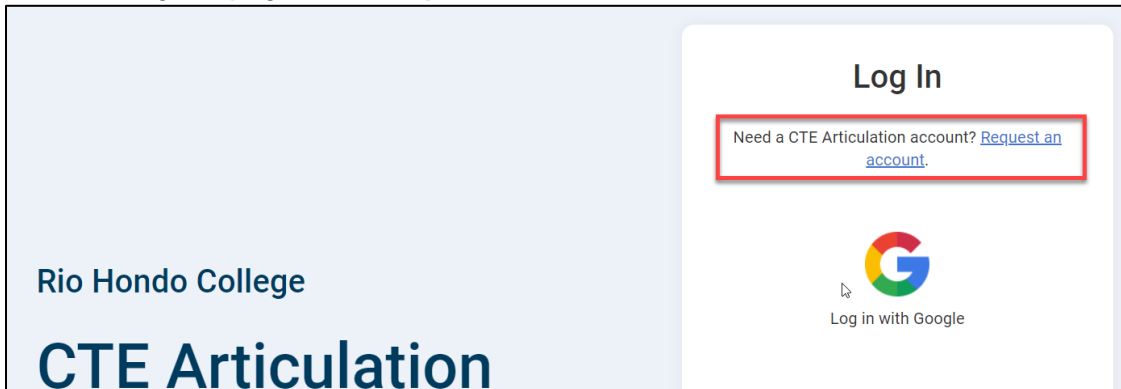
Creating an Account with CTE Articulation

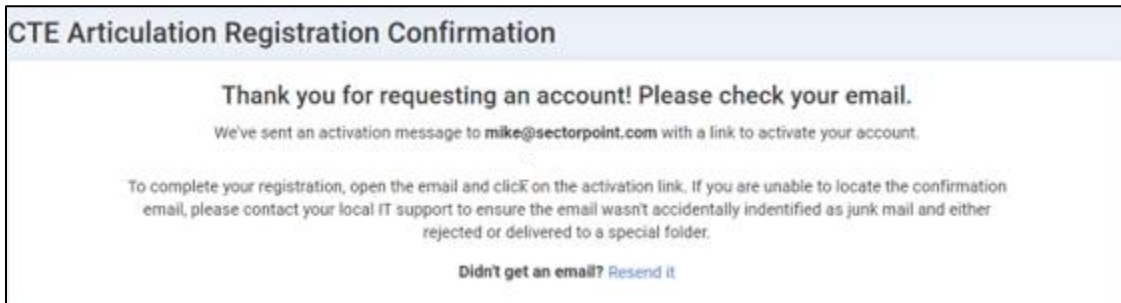There are two options for creating an account:

1. Create a CTE Articulation account and supply your email address and password.
2. Use a Google Account to sign in.

Create a CTE Articulation Account (option 1)

1. From the Sign-In page, click **Request an account**.

2. On the Request an Account page, enter your **First Name**, **Last Name**, **Email Address**, and **Password**. Note the password requirements (the password must be a minimum of 8 characters, at least 1 numeric, 1 lower case alpha, 1 upper case alpha and 1 special character).
3. Click **Submit**.
4. You will see a confirmation screen that confirms your registration and states that an activation message is sent to the email address you entered. Ensure that the email address is correct.

5. Check your email for the activation message and click on the activation link contained within the message.
6. The link in the email confirm your email address with the CTE Articulation site and will redirect you to the CTE Articulation Account Activation page.

CTE Articulation Account Activation

Email	mike@sectorpoint.com
First Name *	Mike
Last Name *	Smith
Position *	High School/ROP Instructor
District/ROP *	Please select a District/ROP
Work Phone *	(_ _ _) _ _ _-_ _ _ _ Ext
Terms of Use *	☐ I accept the Terms of Use

Activate Account

7. Complete the activation page as follows:
   a. Select *High School/ROP Instructor* in the **Position** menu.
   b. Select your *District/ROP* from the **District/ROP** menu. Next, select on more schools that appear based on the District/ROP selection. Note that an account can only be associated with multiple schools but only one District/ROP.
   c. Review the **term of use** and if you agree, check the box that you accept the terms of use.
   d. Click **Activate Account**.
8. After account activation, the only remaining step is for your account to be authorized by the Articulation Coordinator. You will be presented with the screen below and will receive an email once the Articulation Coordinator authorizes your account.

CTE Articulation Account Activation

Just one more step...

Thanks for activating your CTE Articulation account. Just one more step... your account is now pending for authorization by the Articulation Coordinator. Once authorized, you will be able to sign-in to the CTE Articulation site.
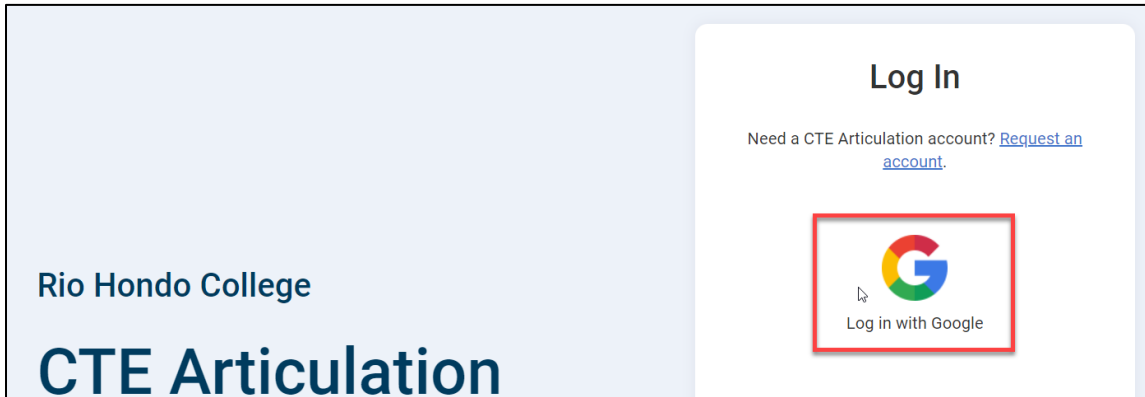
9. Once authorized, you can sign on to the CTE Articulation site with your email address and password.

Note: you can use the Forgot Password feature on the sign-in page to reset your password if you later forget it.
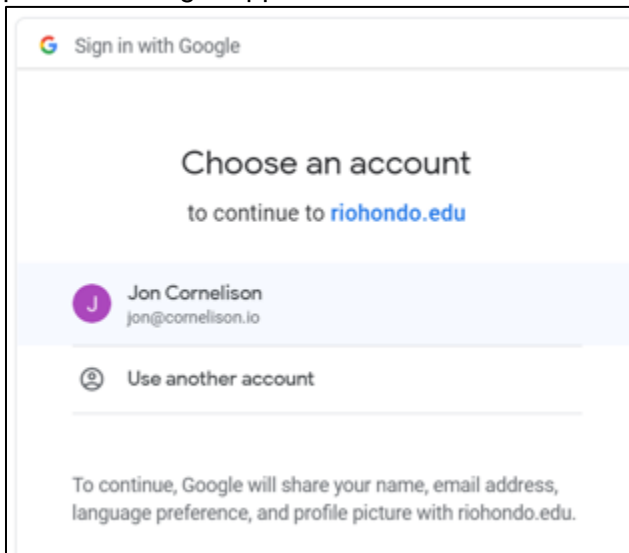
Use Google to Sign In (option 2)

High School Instructors have the option to use a Google account single-sign-on instead of creating a separate CTE Articulation account with an email address and password. When this option is used, your Google email address and password are set by default and when signing on to the CTE Articulation system, you will always use the Google option. If using Google, do not create an account via the Request an account feature (i.e. do not performs steps 1-6 list above in option 1). Instead, follow the steps below.

1. Click **Log in with Google**

2. On the **Sign in with Google** window, select your Google account (typically your district provided Google Apps for Education Gmail account).

3. After selecting your Google account, you will be redirected to the **Account Activation** page. Follow steps 7 – 8 above and once your account is authorized, sign in with the Google account and password each time you access the CTE Articulation site.