GACE® Teacher Leadership
Registration Quick-reference Guide

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Registration

Registration for the GACE Teacher Leadership assessment is a **five-step process**.

1. You create or update your [MyPSC account](#) on the GaPSC website and enter your reason for testing.
2. The GaPSC sends your profile and eligibility information to ETS.
3. An ETS Customer Service Representative creates a testing account for you in the registration system for this assessment (it is not the same registration system used for other GACE assessments) and notifies you via email when it is complete. The email will contain your login credentials for the registration system.
4. You access your testing account with your login credentials, submit payment, and register for the assessment.
5. You are provided with access to the online submission system.

**Step 1**

You must confirm your eligibility to test before you can register to take the Teacher Leadership assessment. To confirm your eligibility, create or update your [MyPSC account](#) on the GaPSC website and enter your reason for testing. Information about requesting eligibility and reasons for testing is in the GACE Registration Bulletin.

- If you completed your educator preparation program before July 1, 2014, you should select 6 as your reason for testing.
- If you completed your program on or after after July 1, 2014, select 2 as your reason for testing.

**Step 2**

The GaPSC sends your profile and eligibility information to ETS.

**Step 3**

An ETS Customer Service Representative creates a testing account for you in the registration system for the Teacher Leadership assessment (it is not the same registration system used for other GACE assessments). You will be sent email messages with a link to the registration system and login credentials when it is complete.
**Step 4**

Access your Teacher Leadership testing account using your login credentials, register, and submit payment for the assessment.

**Access Your Account**

Go to [http://gace.ets.org/myTL](http://gace.ets.org/myTL) to get to the Teacher Leadership assessment sign-in screen (see Figure 1). From here, you can sign into your account with the login credentials (user name and temporary password) you received from ETS Customer Service. Use this URL to return to the sign-in screen as you complete your assessment.

![Sign In for Test Takers](image)

*Figure 1: Sign In for Test Takers*
**My Home**

When you sign in, you will be taken to the “My Home” screen (see Figure 2). This is your access point to registration, profile information, resources, scores, and the assessment itself.

![Figure 2: My Home](image)

**My Tests**

Under My Tests, there is a link to “Register for a Test” (see Figure 3). Select this button to complete your registration and submit payment.

![Figure 3: Register for a Test](image)
After your registration is complete, your assessment information will be presented under "My Tests" with a link to the assessment (see Figure 4). This is where you will access the assessment each time you log in after registration.

Figure 4: Go To Assessment

My Scores
You can view your official score report through “My Scores” approximately six weeks after the submission deadline.

Figure 5: My Scores
**My Orders**

“My Orders” contains a list of your registrations — for both initial submissions and resubmissions.

![Figure 6: My Orders](image)

**Resources**

Links to informational resources pertaining to the assessment are found under “Resources” (see Figure 7). These include materials such as the GACE Registration Bulletin, the Teacher Leadership website, the Georgia Teacher Leadership Program Standards and the GACE Teacher Leadership Assessment Candidate Handbook. Simply click on one of the links to be redirected.

![Figure 7: Resources](image)
Profile Information
On the right side of the “My Home” screen you will find a section that displays your name with links to “Personal Information,” “Change Password,” “Security Question,” and “Background Information.”

Figure 8: Profile Information

Personal Information
By clicking on this link you can view the information that was entered by the ETS Customer Service Representative when your account was created. Make sure that everything matches your MyPSC account. If there is an error, call ETS Customer Service at 1-855-225-7178 or email at gace_inquiries@ets.org.

Change Password
Clicking this link allows you to change your password. Simply enter your current password in the “password” field, and then enter your desired new password in its respective fields. NOTE: The change will only take place after you select the “Submit” button.

Security Question
To update your “forgot password / username” security question, simply click this link. You will be prompted to enter your password and can then select a new question and answer. NOTE: The change will only take place after you select the “Submit” button.

Background Information
Background profile information from your MyPSC account is entered by the ETS Customer Service Representative during the creation of your testing account. If there is an error in this information, call ETS Customer Service at 1-855-225-7178 or email at gace_inquiries@ets.org. During registration you may also be asked some additional background information questions.
**Temporary Password**

Once you log in, you will be prompted to change your password. You will use this new password as part of your login information throughout the assessment.

![Figure 9: Change Temporary Password](image)

**Password Criteria**

Passwords must be different from the username and must:

- have a minimum of eight characters and a maximum of 16 characters
- contain at least one upper-case letter
- contain at least one lower-case letter AND
- contain at least one non-alphabetic character (for example, !, $, #, %) or one numeric character.

You will also be asked to select a security question from the drop-down list provided to you. Please provide an answer to the security question, as this additional step will assist in recovering your account password should you forget it.
Register and Pay for the Assessment

From the My Home page, select **Register for a Test** (see Figure 10).

You will be taken to a screen that shows the testing policies and terms and conditions. Read this information and then check the box indicating that you understand and agree to the terms (see Figure 11). After you check the box, select **Next**.

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**Figure 10: Register for a Test**

**Figure 11: Agreement to Policies and Terms of Conditions**
You are now ready to schedule your appointment/register. The personal information from your MyPSC account on the GaPSC website will appear here. Review your information and select Next.

Figure 12: Schedule Appointment

You must select a submission window. Carefully consider your choice. If you select a submission window and then decide to change to a later one, you will be subject to a $50 rescheduling fee. You will also be required to re-upload any tasks and artifacts you have previously uploaded in the submission system. All tasks and artifacts must be submitted by the same deadline date.

Figure 13: Select Submission Window
Using the drop-down menu, select your Educator Preparation Program or program provider (see Figure 14).

Your scores are automatically sent to the GaPSC. You may also select up to four additional score recipients as part of your test fee. The recipients you choose should be based on the selection you made as your reason for testing in your MyPSC account. You may add score recipients up to 10 p.m. ET the night before your submission deadline date.
During registration, you are presented with background information questions. These questions are for informational purposes only and have no bearing on your scores.

Figure 16: Background Information Questions

After you are finished with the background questions, select Next to review your shopping cart (see Figure 17). Make sure that your submission window is the one you requested and that any additional score recipients you chose appear.

Figure 17: Review Your Shopping Cart

Select Proceed to Checkout to move on and submit your payment.
Enter any voucher or promotional code and select **Apply**; then select **Pay Now** to move on.

Figure 18: Checkout

Choose your payment method (see Figure 19). If you are paying by credit card, indicate the type of credit card you are using, the credit card number, and the expiration date. If you are paying by e-check, enter your account and billing information.

Figure 19: Payment Method
After you have entered all of your payment information, select **Buy** (see Figure 20).

**Figure 20: Buy**

If you are paying by e-check, you will be presented with the terms and conditions for this service (see Figure 21). Read the information and check the box indicating that you accept these conditions. Then select **Continue**.

**Figure 21: E-check Terms and Conditions**
You will see the following screen while your payment is being processed. Contact Customer Service if you have any issues with payment.

Figure 22: Processing Payment

Once your order has been successfully processed, you will see a thank you screen with confirmation information.

Figure 23: Thank You for Your Order
**Step 5**

**Access the Assessment**

Once you have completed your registration and submitted payment, you can access the online submission system. Simply choose **Go to My Home Page** at the bottom of the Thank You for Your Order screen.

![Figure 24: Go to My Home Page](image1)

On your My Home Page, your assessment information will be presented under “My Tests” with a link to the assessment. Select that link, access the assessment, and begin.

![Figure 25: Go To Assessment](image2)