

# 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.

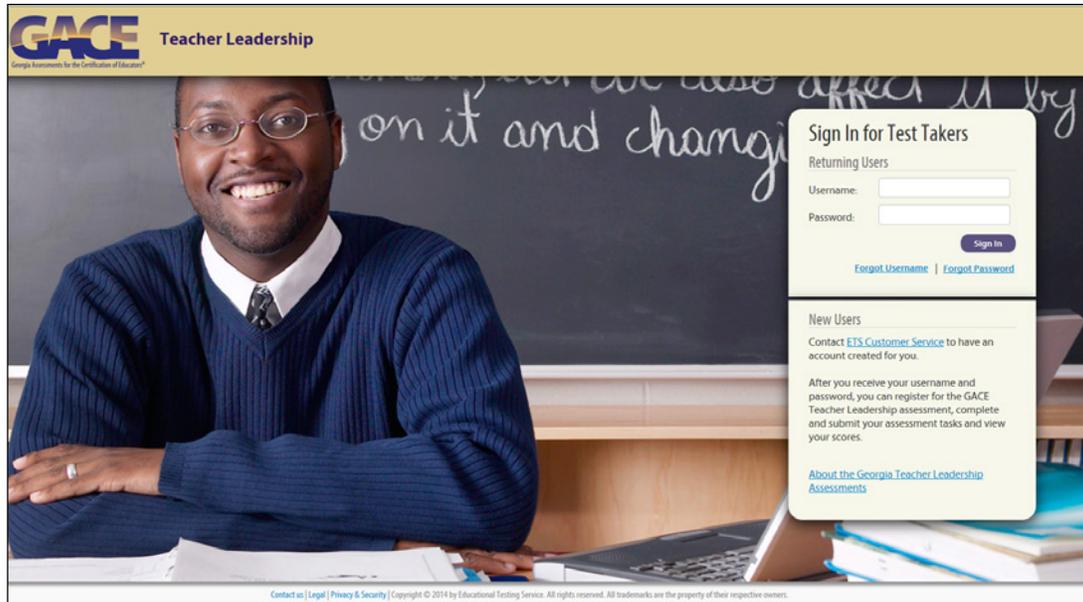
## Step 4

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> 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.

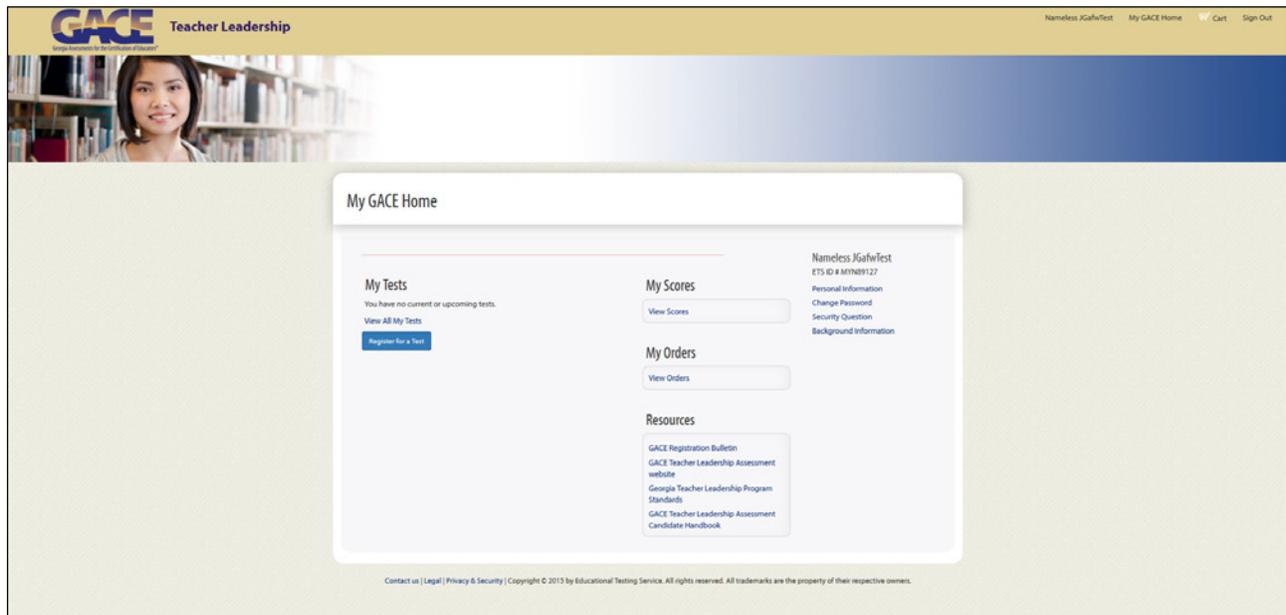
Figure 1: Sign In for Test Takers



## 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.

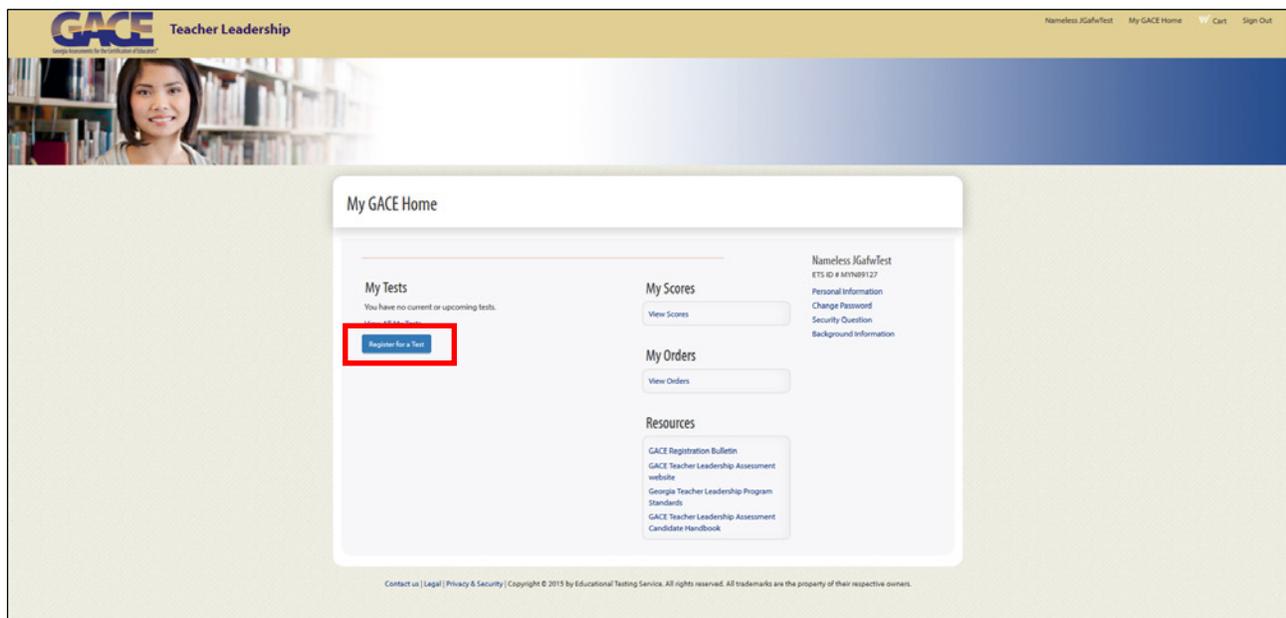
Figure 2: My Home



## My Tests

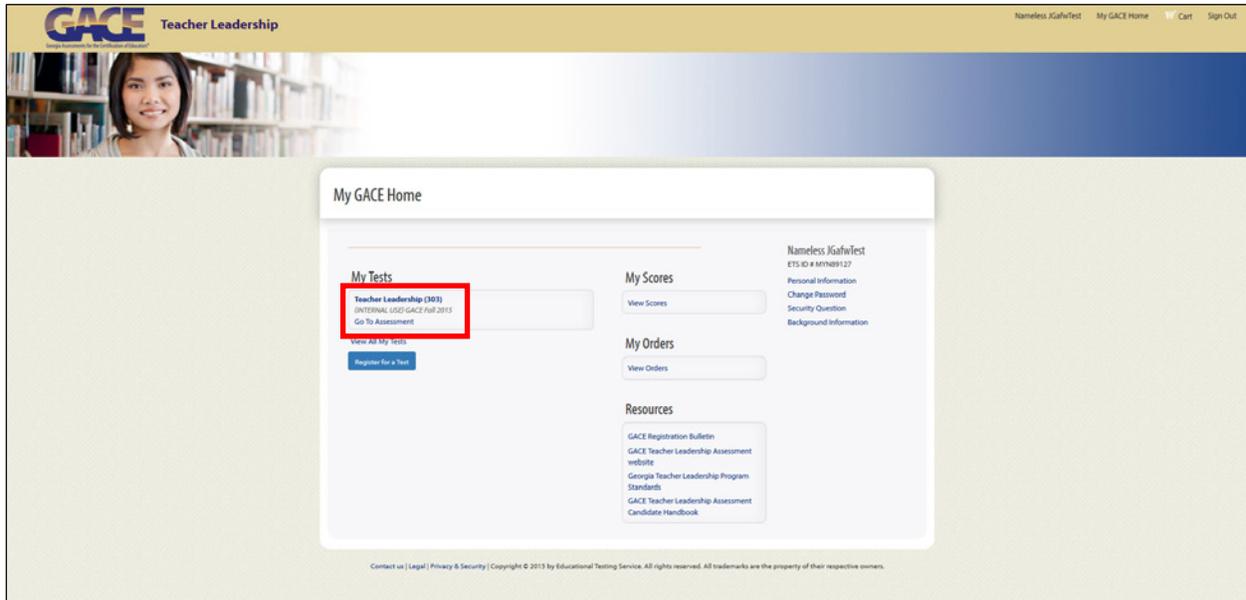
Under My Tests, there is a link to “Register for a Test” (see Figure 3). Select this button to complete your registration and submit payment.

Figure 3: Register for a Test



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.

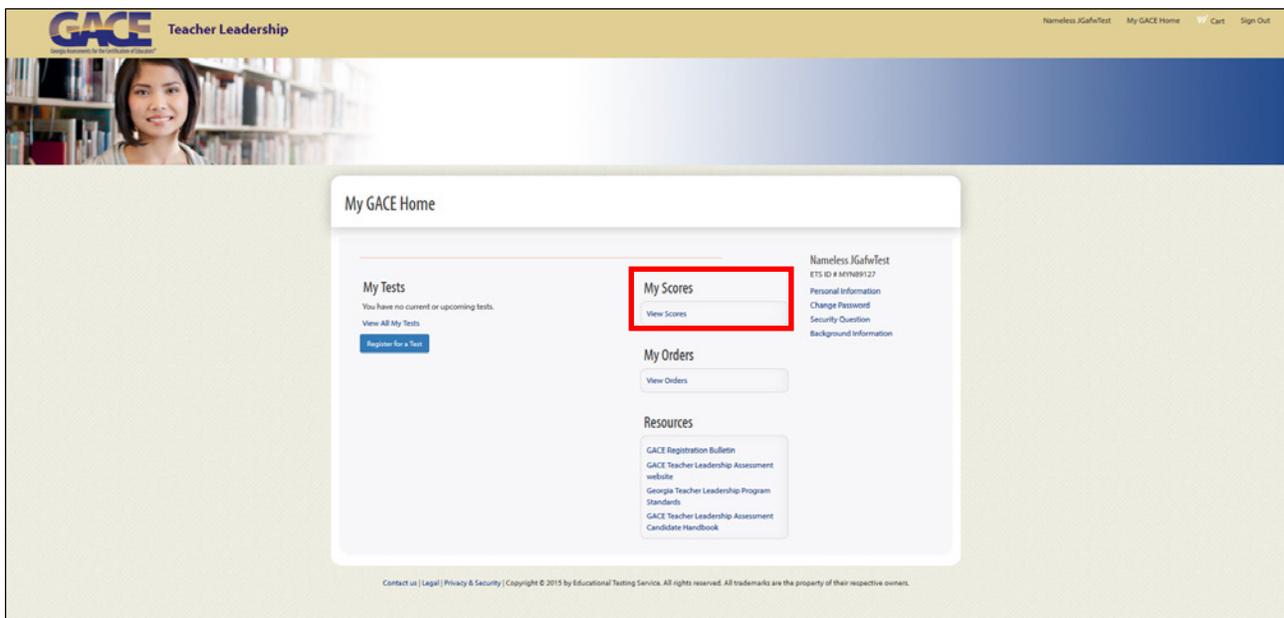
Figure 4: Go To Assessment



### My Scores

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

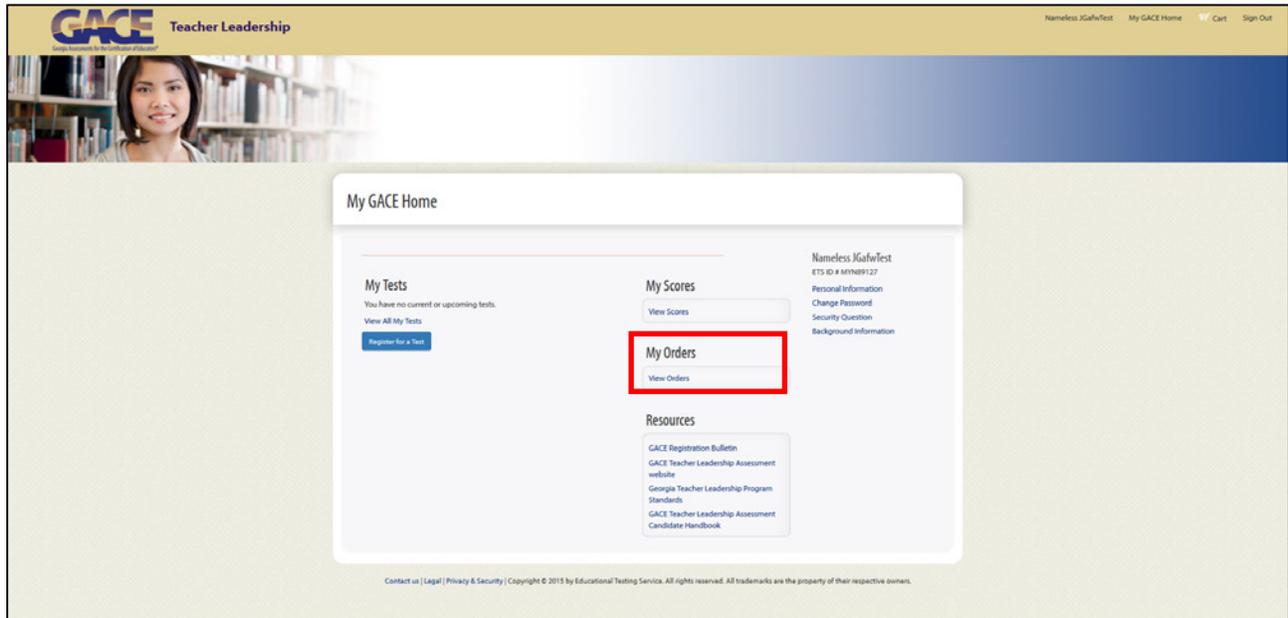
Figure 5: My Scores



## My Orders

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

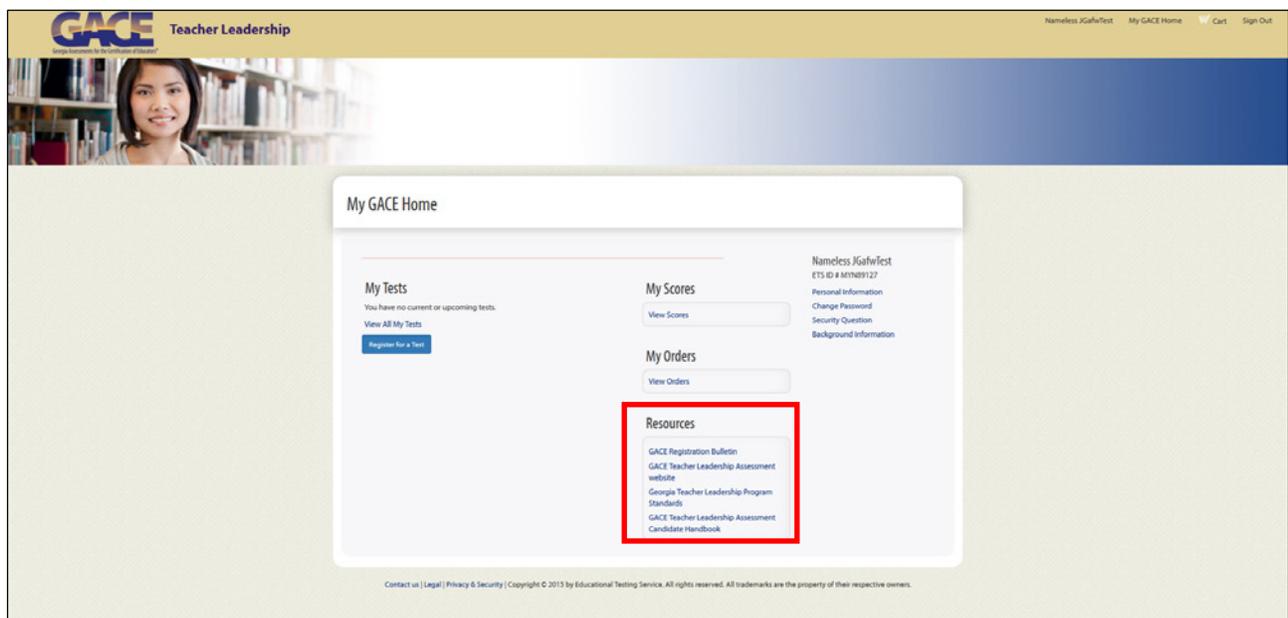
Figure 6: My Orders



## 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.

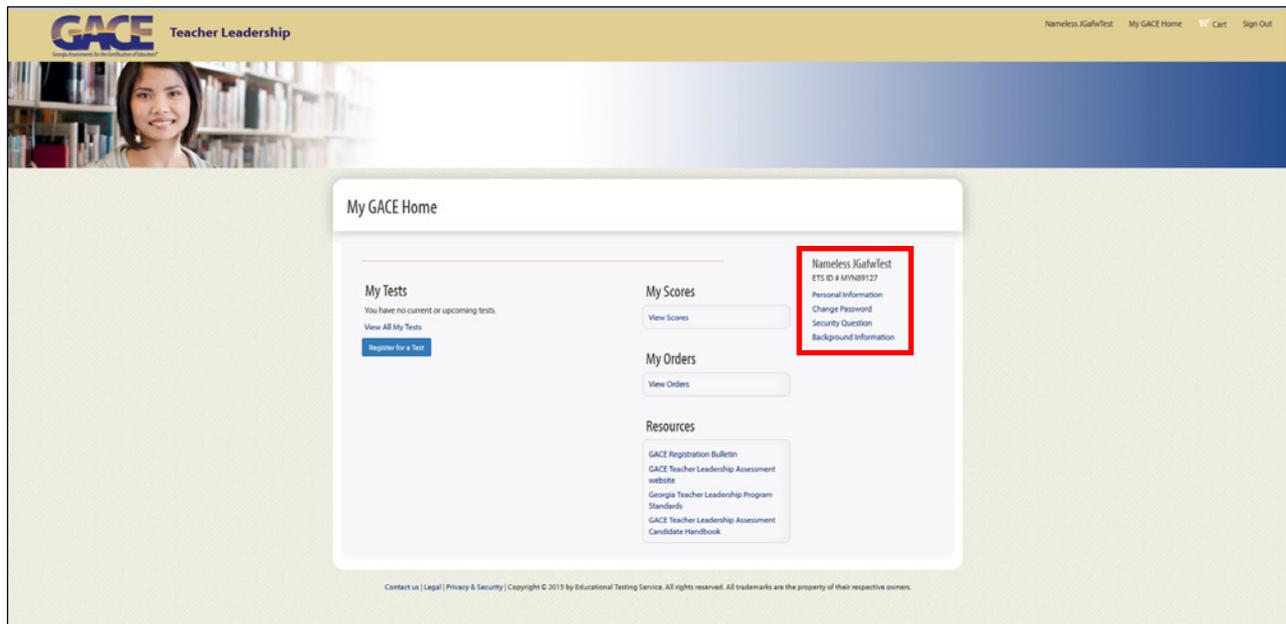
Figure 7: Resources



## 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](mailto: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.

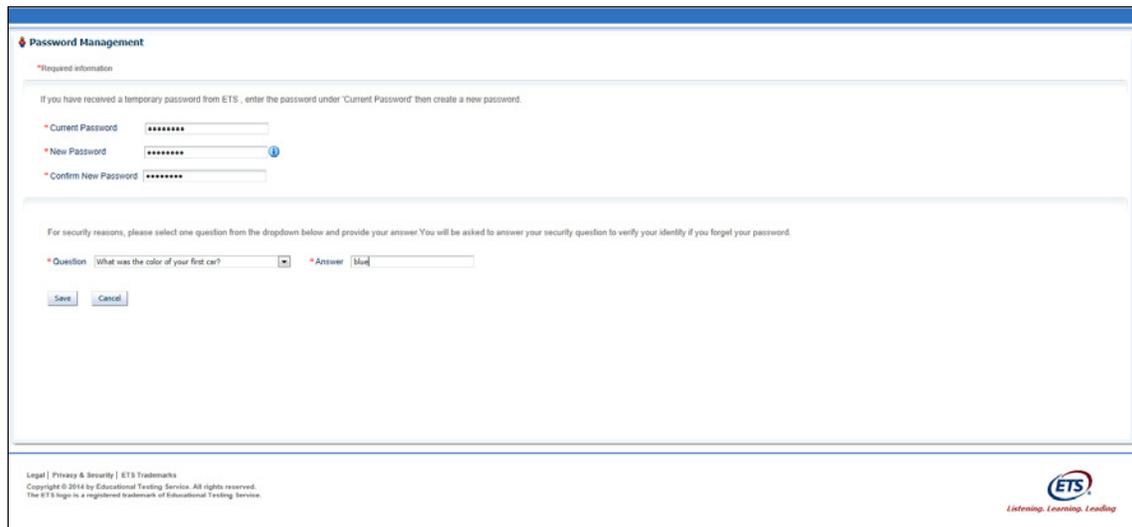
### ***Background Information***

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](mailto: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



**Password Management**

*\*Required information*

If you have received a temporary password from ETS, enter the password under "Current Password" then create a new password.

*\* Current Password* [password field]

*\* New Password* [password field]

*\* Confirm New Password* [password field]

For security reasons, please select one question from the dropdown below and provide your answer. You will be asked to answer your security question to verify your identity if you forget your password.

*\* Question* What was the color of your first car? [dropdown] *\* Answer* blue [text field]

[Save] [Cancel]

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## Password Criteria

Passwords must be different from the username and must:

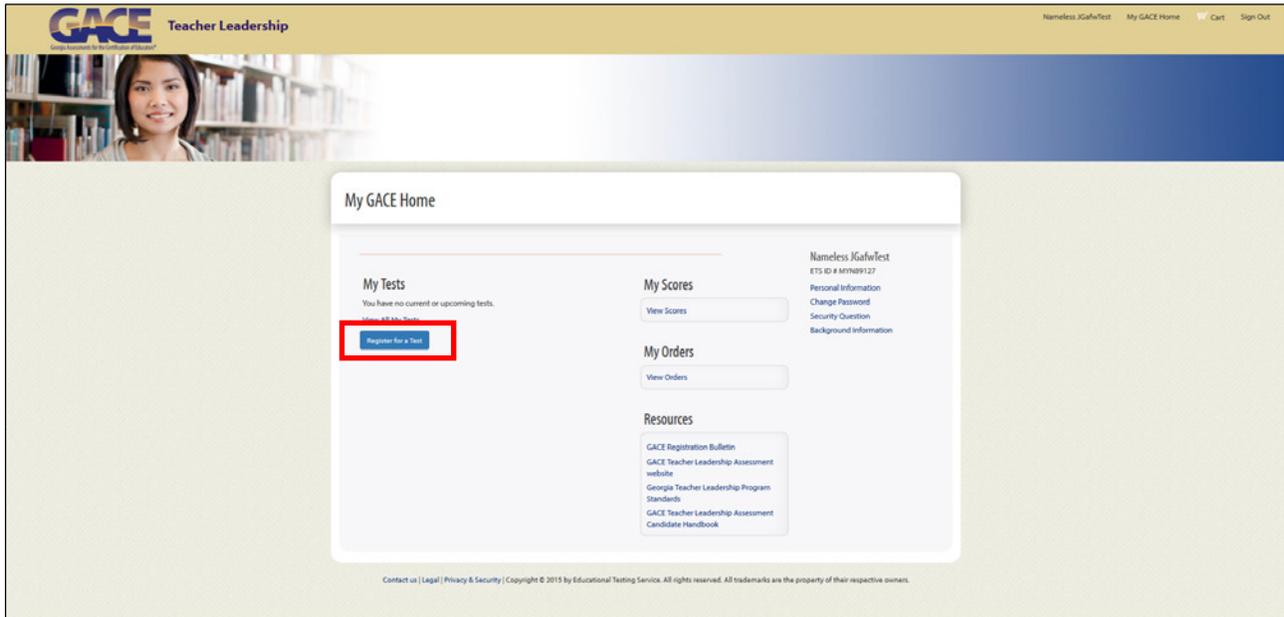
- have a minimum of eight characters and a maximum of 16 characters
- contain at least one upper-case letter
- contain at least one lower-case letter AND
- contain at least one non-alphabetic character (for example, !, \$, #, %) or one numeric character.

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

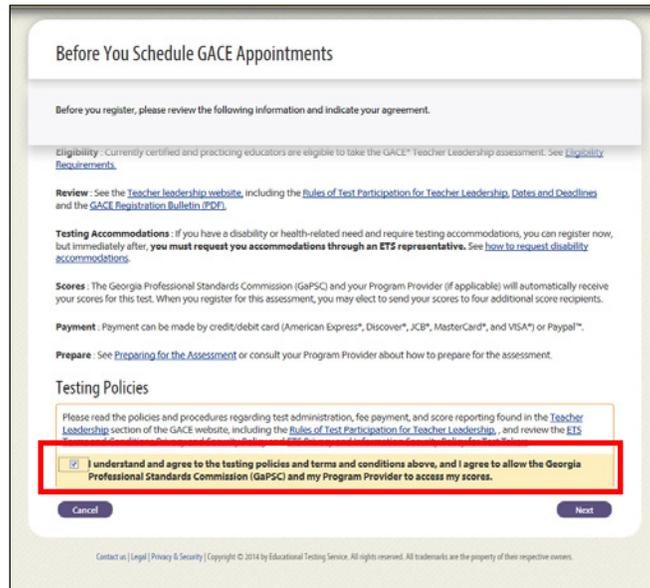
From the My Home page, select **Register for a Test** (see Figure 10).

Figure 10: Register for a Test



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**.

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

Teacher Leadership (303)	
Select a submission window below.	
<input type="radio"/> Fall 2014 Submissions Accepted Jul 15, 2014 thru Dec 15, 2014	\$350
<input type="radio"/> Spring 2015 Submissions Accepted Dec 15, 2014 thru Jun 15, 2015	\$350

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

Figure 14: Select Educator Preparation Program

Register for a Test

**Select Your Educator Preparation Program**

**Required Information**

Please select your Educator Preparation Program or the program that approved you to test. They will automatically receive all your scores for the selected test.

**Select State:** Georgia

**Educator Preparation Program:** BERRY COLLEGE (1186)

**Selected Test**  
Teacher Leadership (303)  
Fall 2014

Back Next

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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.

Figure 15: Select Score Recipients

Register for a Test

DI is required for the Program.

**Score Recipients**

**Educator Preparation Program**  
BERRY COLLEGE 1186 will receive all your scores for the selected test.

**Selected Test**  
Teacher Leadership (303)  
Fall 2014

You can send your test scores to up to 4 recipients with your registration fee. You can select your score recipients now, or up to 10 p.m. Eastern Time the night before the final task deadline for your assessment.

**Search**

Select State: Georgia

Select Institution: Select

**Selected Score Recipients**

**FORT VALLEY STATE UNIVERSITY (5330)**  
1005 STATE UNIV DR  
FORT VALLEY, GA 31030

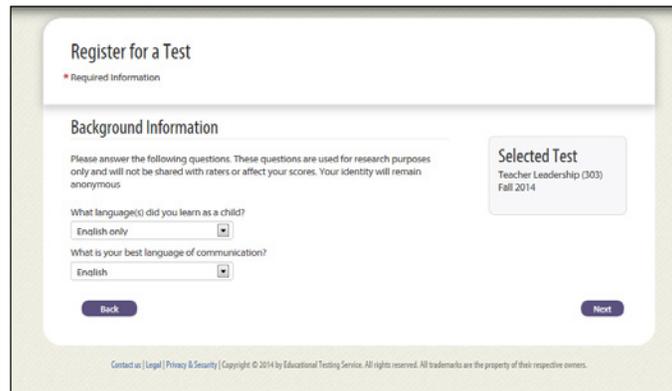
Remove

Back Next

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During registration, you are presented with background information questions. These questions are for informational purposes only and have no bearing on your scores.

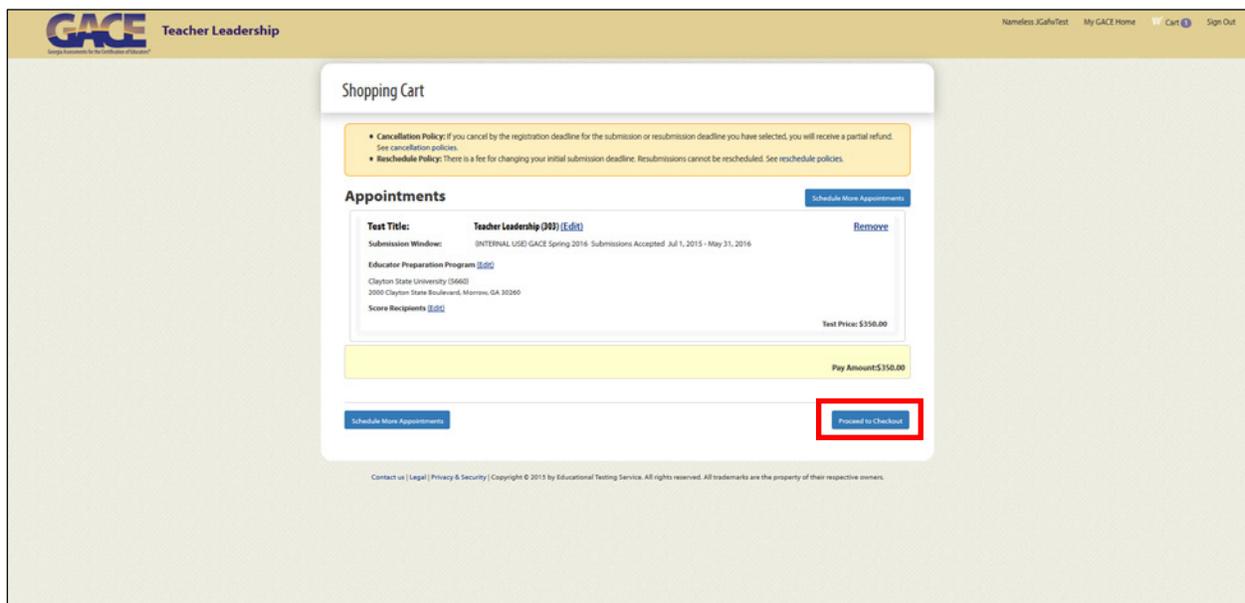
Figure 16: Background Information Questions



The screenshot shows a registration page titled "Register for a Test" with a sub-header "Required Information". Under "Background Information", there is a disclaimer: "Please answer the following questions. These questions are used for research purposes only and will not be shared with raters or affect your scores. Your identity will remain anonymous." Two questions are listed: "What language(s) did you learn as a child?" with a dropdown menu showing "English only", and "What is your best language of communication?" with a dropdown menu showing "English". A "Selected Test" box on the right indicates "Teacher Leadership (303) Fall 2014". "Back" and "Next" buttons are at the bottom. A footer contains contact and legal information.

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

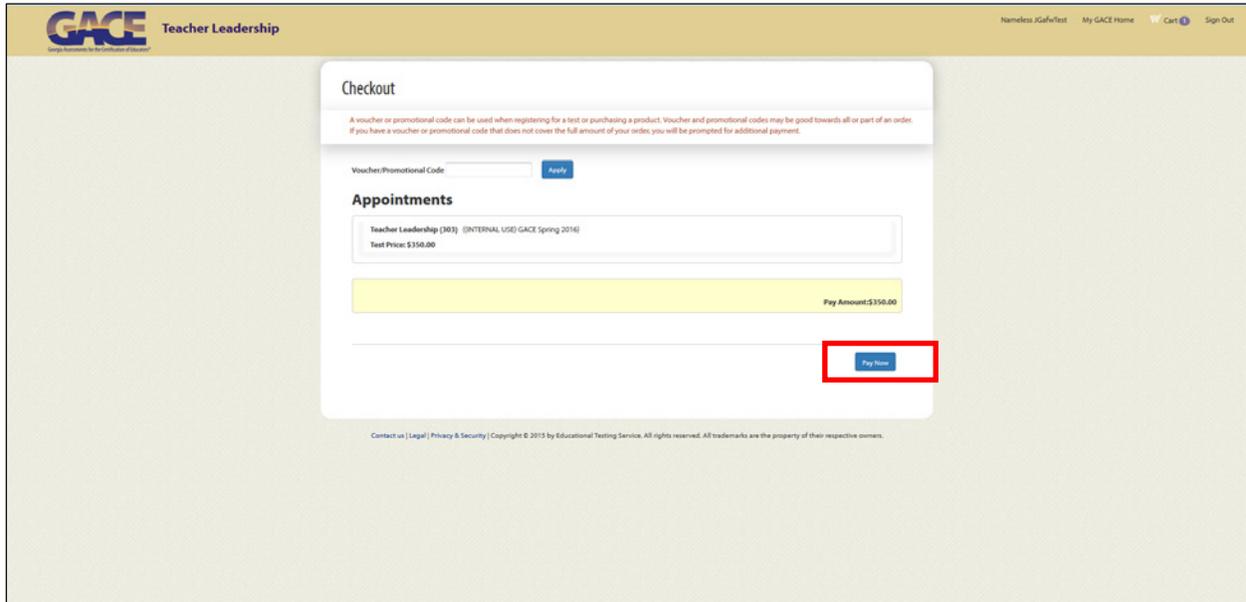


The screenshot shows a "Shopping Cart" page for GACE Teacher Leadership. It includes cancellation and reschedule policies. An appointment for "Teacher Leadership (303)" is listed with details: submission window (INTERNAL USE: GACE Spring 2016, Submissions Accepted: Jul 1, 2015 - May 31, 2016), educator preparation program (Clayton State University), and score recipients. The test price is \$350.00 and the pay amount is \$350.00. A "Proceed to Checkout" button is highlighted with a red box. A footer contains contact and legal information.

Select **Proceed to Checkout** to move on and submit your payment.

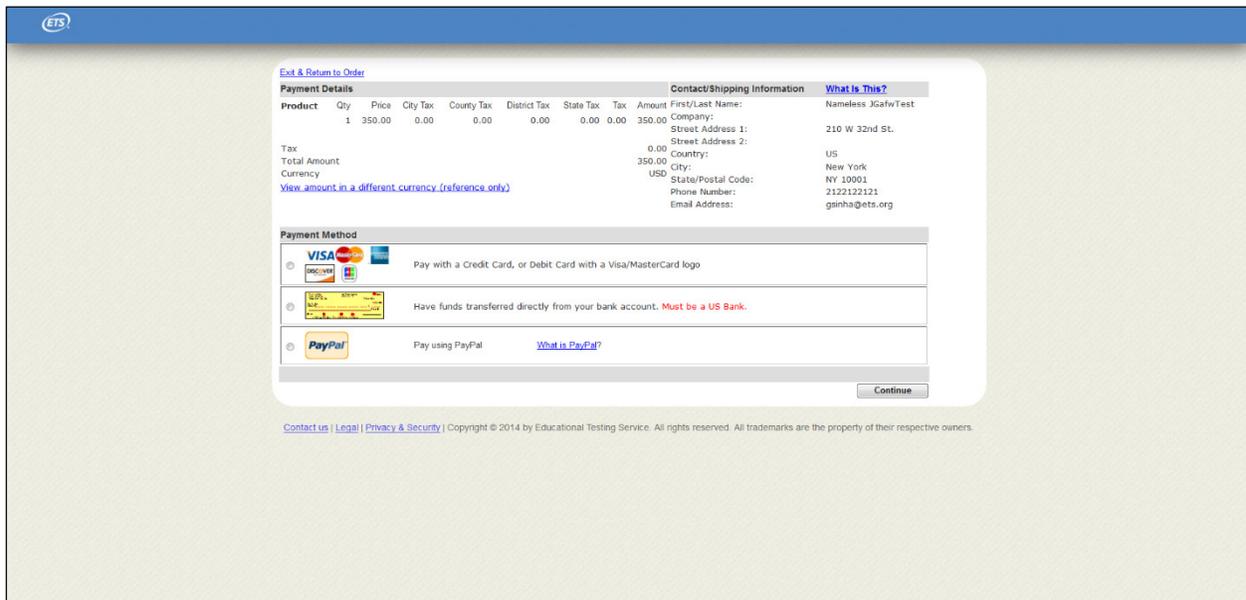
Enter any voucher or promotional code and select **Apply**; then select **Pay Now** to move on.

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

The screenshot shows the ETS payment interface. At the top left is the ETS logo. Below it are links for 'Exit & Return to Order' and 'Select a Different Method of Payment'. The main content is divided into several sections:

- Payment Details:** A table with columns for Product, Qty, Price, City Tax, County Tax, District Tax, State Tax, Tax, and Amount. The total amount is 350.00.
- Contact/Shipping Information:** Fields for First/Last Name, Company, Street Address 1, Street Address 2, Country, City, State/Postal Code, Phone Number, and Email Address.
- Bank Account:** Fields for Account Type, Bank Name, Routing Number, Account Number, and Check Number. A note says 'You must enter the Bank Account Holder's Name & Address for Billing Information'.
- Billing Information:** Checkboxes for 'Use Contact/Ship To Name for Bill To Name' and 'Use Contact/Ship To Address for Bill To'. Fields for First/Last Name, Address, Company, Street Address 1, Street Address 2, Country, City, State/Postal Code, Phone Number, and Email Address.

A red box highlights the 'Buy' button at the bottom right of the form. At the bottom of the page, there are links for 'Contact us', 'Legal', and 'Privacy & Security', along with a copyright notice for Educational Testing Service.

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

This screenshot is similar to Figure 20 but includes a terms and conditions box. The box contains the following text:

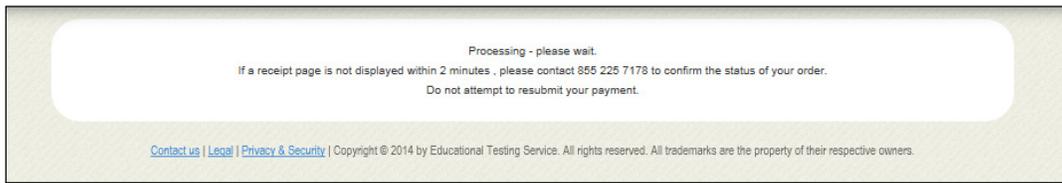
By checking the box below, I hereby authorize ETS to deduct from my checking or savings account indicated below, at the financial institution named below, \$ for payment. I understand the authorization is to remain in full force and effect until ETS has received notification from me in such time and such manner as to afford ETS and the financial institution a reasonable opportunity to act on it.

I have read and accept the conditions above.

A red box highlights the 'Continue' button below the terms and conditions box. The rest of the form, including the Payment Details, Contact/Shipping Information, Bank Account, and Billing Information sections, is visible in the background.

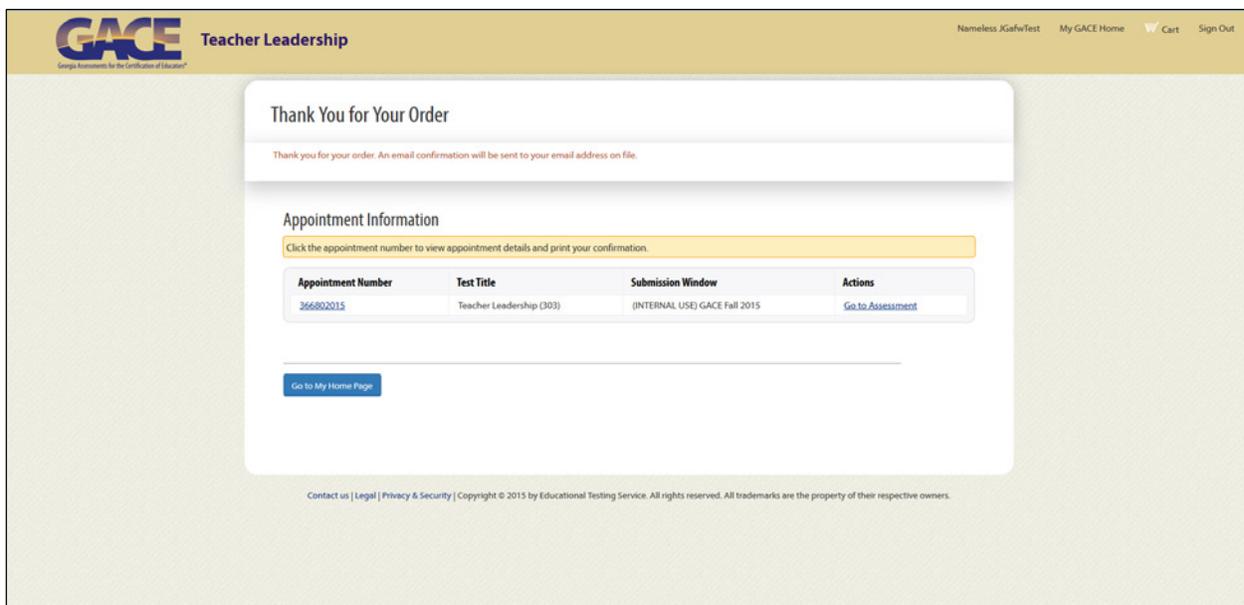
You will see the following screen while your payment is being processed. Contact Customer Service if you have any issues with payment.

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

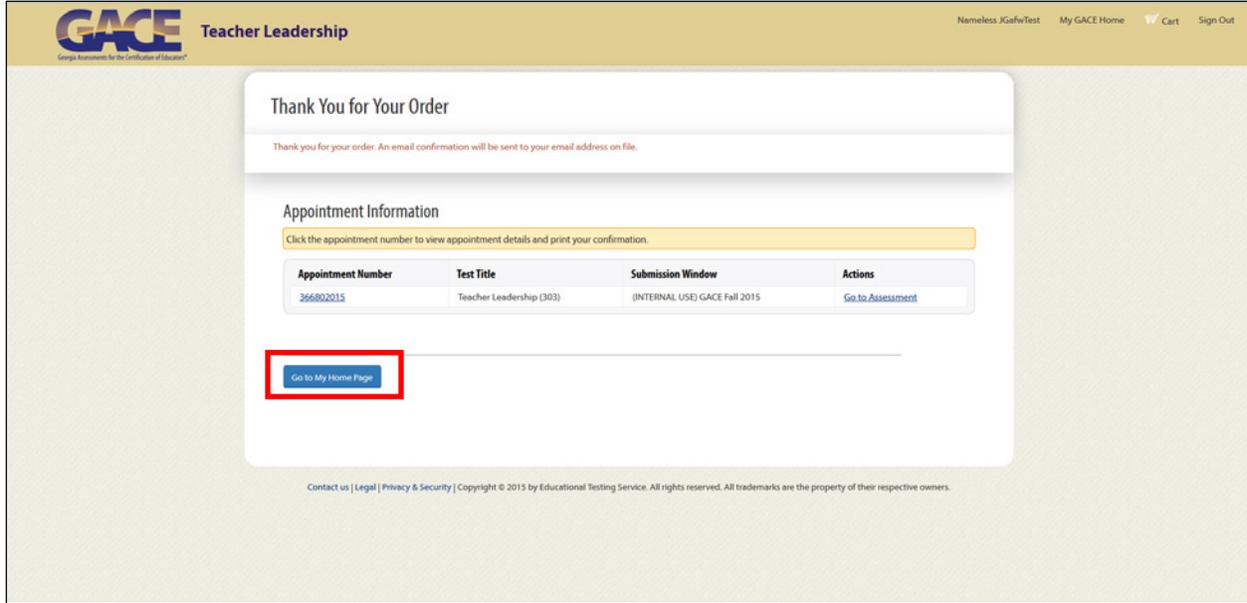


## Step 5

### 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



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

