# Q-global Registration for scoring the KTEA3

If there is no one on staff at your school who is currently registered with Q-Global to score the KTEA3, please contact Learning Support through their website.

If there is an Inclusive Learning teacher on your staff who *is* registered with Q-global, they are able to register other staff members who have their Level B training and will be administering the KTEA3.

Step 1: Go to the Q-global log-in page
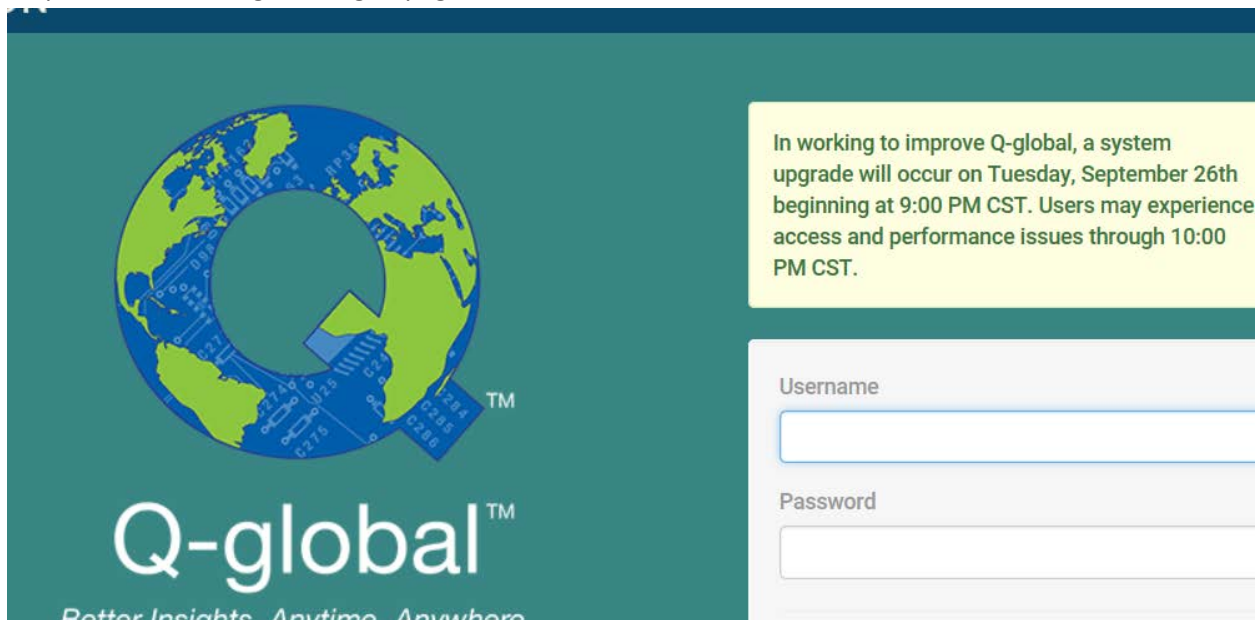
Step 2: Go to your school

Home   JANE LITMAN | VICTOR SCHOOL ▼ | My Account | Manage Accounts | Resource Library | Notifications 1 Feedback | Help | Sign Out

| Examinee | Group Administration | Report |

☐ Include Sub-Accounts

| New Examinee | Delete Examinee | Assign New Assessment | Create Group | More Actions ▼ | Move To ▼ | Search 🔻

View: ▼   Active   ↻ Reset Sort Order   1 Record

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	☐ ▼	System ID	Last Name	First Name	Examinee ID	Birth Date	Gender
1	☐	686071			jl2345#	12/10/2001	Female

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Step 3: Click on Manage Accounts

Home   JANE LITMAN | VICTOR SCHOOL ▼ | My Account | Manage Accounts | F

« Back

Manage Accounts

| New Account | Delete Account | Move Users |

Click on account name to view account information.

⊞ 🌐 VICTOR SCHOOL

Step 4: Go to Details and click on Edit. Confirm that you are listed as "Account Owner"

Step 5: Click on Users and then New User

Step 6: Fill in required fields for the new user at your school. User name will be the same as their email (eg. jlitman). Be sure the ROLE assigned is ASSESSMENT ADMINISTRATOR. Click Save.

Step 7: The new user will get an email from Pearson, welcoming them to Q-global.