Account Initialization Instructions


   • If you are a first-time user (either student, faculty or cooperating teacher) click **First Time Users Click Here**. *(Screen 1)*

   • If you are already a STEPS user whose security profile is being reauthorized, or you are a faculty member, you will be told that you must initialize your account *(Screen 2)*. Click the here button to proceed. Students and cooperating teachers will be taken immediately to Screen 7

**Screen 1**

![Screen 1](image1.png)

**Screen 2—need to reauthorize**

![Screen 2](image2.png)
**Screen 3—authorization(1)**

You will be asked to supply your username. Enter your username and click Next.
Screen 4—authorization(2)

You must also supply your email address. This email address must also be in STEPS. Enter your email address and click Submit.

A message will be sent to your email address.

Screen 5—authorization(3)
Screen 6—authorization(4)

You will get an email from the STEPS team with a link to click. Click the link to finish the process.

The link takes you to the final step in initializing your account. Select a password between 8 and 32 characters long and click Initialize.

Screen 7—establish your own password

You will get a confirmation with a link to use in logging in.