Account Initialization Instructions


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

*Screen 1*
You will be asked to supply your username. Enter your username and click Next. For cooperating teachers, your username is firstname.lastname; for students and faculty, it is your WSU ID

**Screen 2**

![STEPS for Assessment](https://steps.cub.csuchico.edu/undefined)

Authorize Account

To authorize your account, start by entering your username and clicking the "Next" button.

Username: [Input Field]

Next->

Click the **Next-> button**
**Screen 3**

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

click Submit
A message will be sent to your email address.

Screen 4
Screen 5

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

Click the following link to finalize your STEPS account initialization: https://stpes.csuchico.edu/authorize_landing.aspx?auth_guid=725a9a67-3c02-41cd-9977-e47351b4f392208&school=wchta&user=YourUsername
The link takes you to the final step in initializing your account. It will present the STEPS login screen. Select a password between 8 and 32 characters long and click Initialize. Remember this password; you will not have to change it.

**Screen 6**

![Screen 6](image-url)