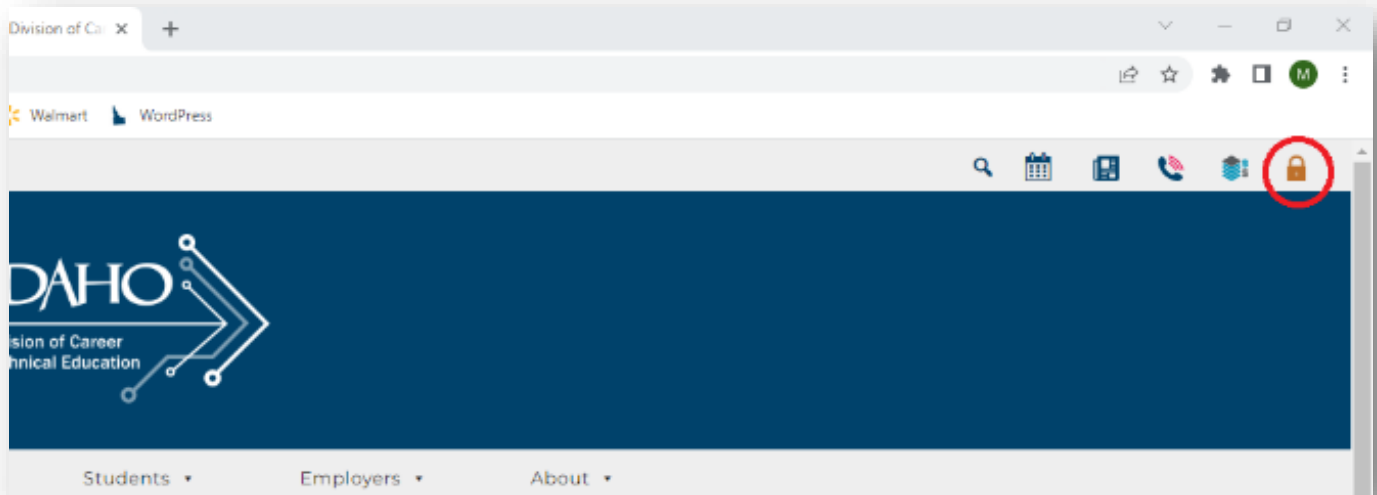


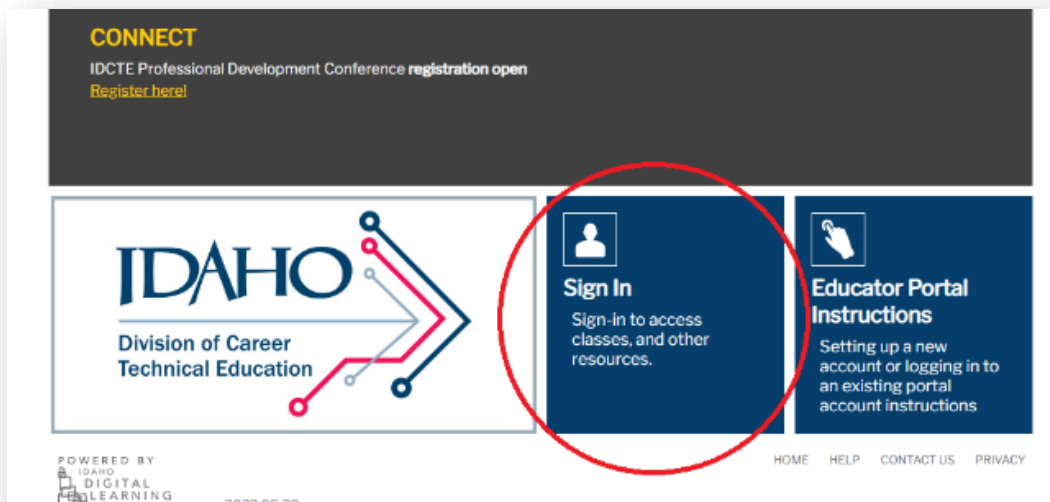
Setting Up a New Portal Account

The Idaho Division of Career Technical Education's Educator Portal is a one-stop repository for tools and resources designed specifically for CTE educators. In the portal, you'll find grant instructions and applications, calendars, curriculum resources, and more, and new and updated resources are added all the time. To access these resources, you'll need to create an account.

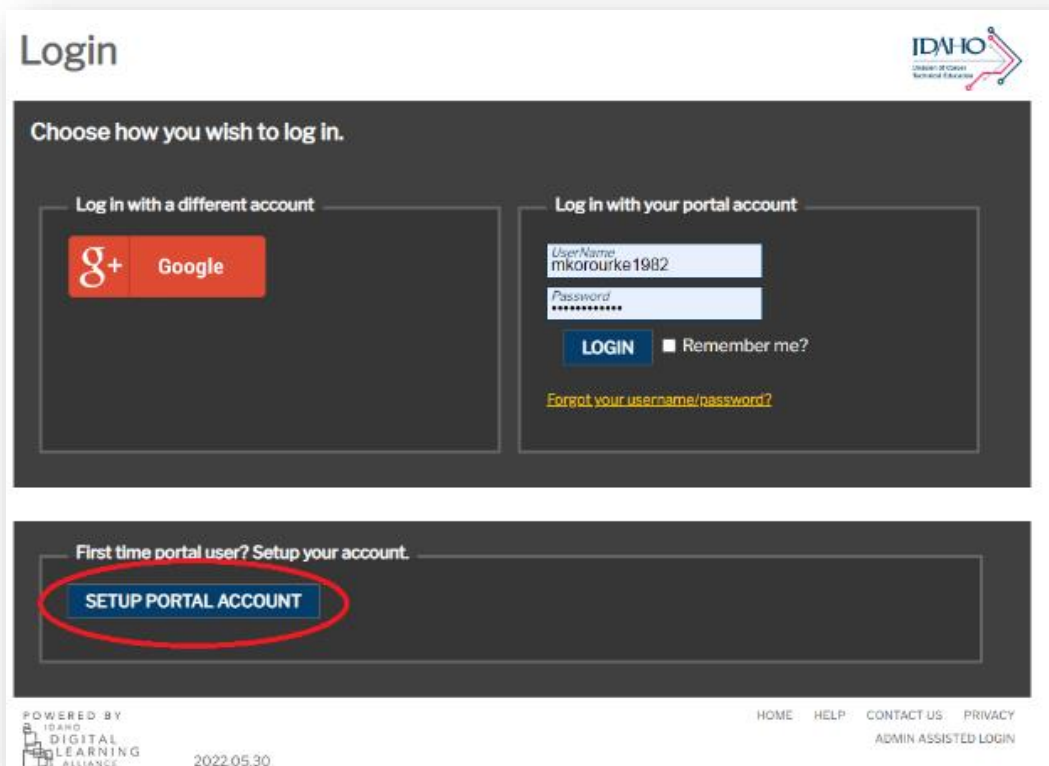
1. Go to cte.idaho.gov.
2. In the upper right-hand corner, click on the gold padlock.



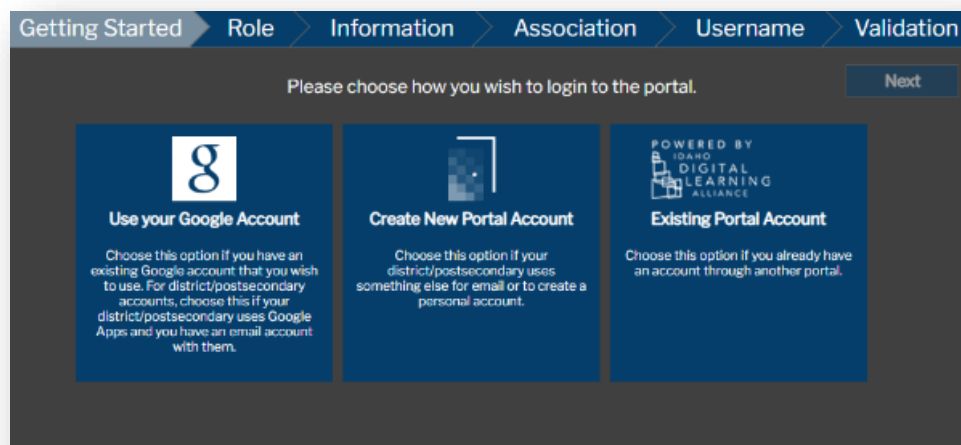
3. Click on the **Sign In** tile.



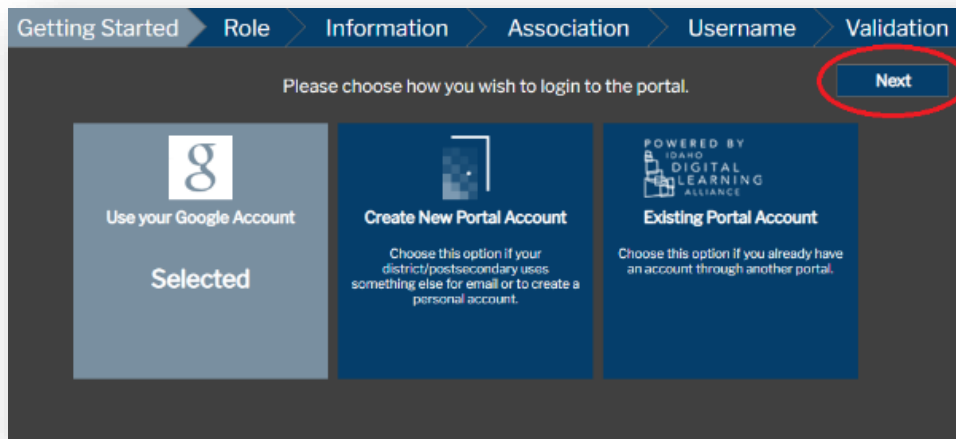
4. Click on **SETUP PORTAL ACCOUNT**.



5. Choose how you'd like to login into the portal:
 - a. Choose the **Google Account** option if your district or institution uses Google Apps, and you have an email account with them.
 - b. Choose **Create New Portal Account** if your district or institution used something else for email or create an account using your personal email.
 - c. Choose **Existing Portal Account** if you already have an Idaho Digital Learning Alliance account through another portal.



6. Once you've made your selection, click **Next**.



7. Next, you'll be prompted to choose which role you need.
- Choose **Fire Service Training** if you are involved with the fire service, such as a fire chief, firefighter, or training officer.
 - Choose **CTE User** if you are a CTE educator, counselor, or administrator.



8. Once you have made your selection, click **Next**.

The screenshot shows a registration interface with a progress bar at the top containing five steps: 'Getting Started', 'Role', 'Information', 'Association', and 'Validation'. The 'Role' step is currently active. Below the progress bar, there is a 'Previous' button on the left and a 'Next' button on the right, which is circled in red. The main content area contains the instruction 'Please choose which role you will need.' and two selection cards. The first card, 'Fire Service Training', is dark blue and includes the text 'For fire service training and testing information'. The second card, 'CTE User', is light blue and has the word 'Selected' written on it.

9. Enter your contact information, including your title, first name, middle name, last name, email address, zip code, IDUID/State ID, preferred telephone number and alternate telephone number (optional). Current educators are strongly encouraged to enter their EDUID for single sign-on to SkillStack® and future portal enhancements. Your DUID can be found on your teaching certificate. When you are done, click **Next**.

The screenshot shows the 'Information' step of the registration process. The progress bar at the top highlights the 'Information' step. A 'Previous' button is on the left and a 'Next' button is on the right, circled in red. The instruction reads 'Please enter your contact information below.' The form is organized into several sections: 'Title/Name' with fields for Title (a dropdown menu), First Name, Middle Name (optional), and Last Name; 'Email Address' with an Email field; 'Additional Information' with fields for Zip Code and EDUID/StateID, and a note: '*Current educators are strongly encouraged to enter their EDUID for single sign-on to future and/or existing applications.'; 'Preferred Telephone' with fields for Telephone Number and ext., and an 'Allow Texts' checkbox; and 'Alternate Telephone (optional)' with similar fields and a checkbox.

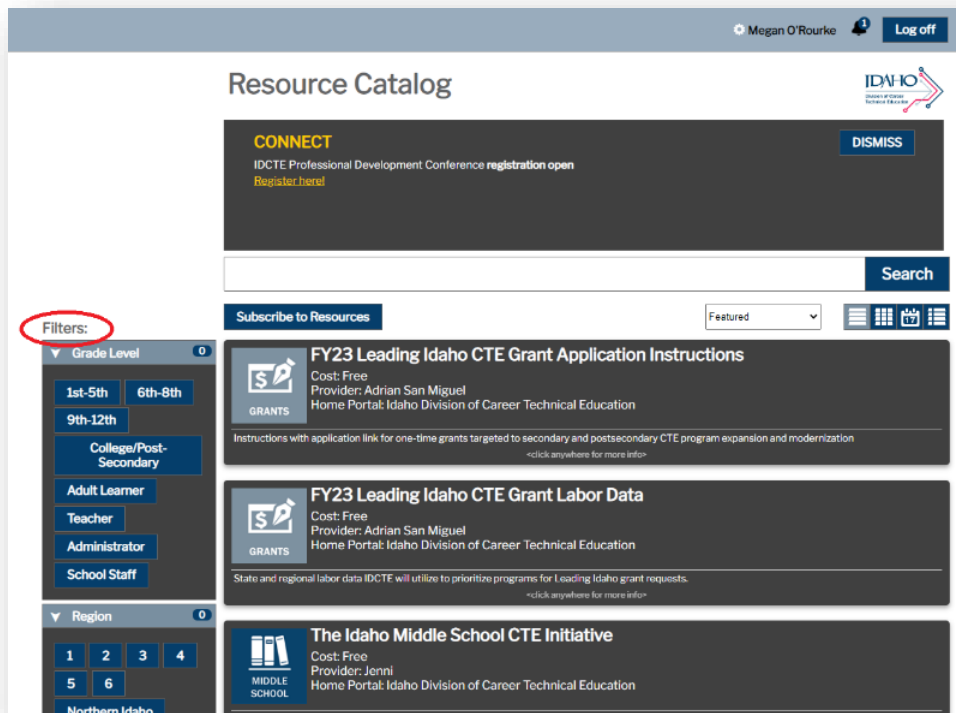
10. Enter your association with a district, school, organization, sponsor, or government entity. When you are done, click **Next**.

The screenshot shows a registration form with a progress bar at the top containing 'Getting Started', 'Role', 'Information', 'Association', and 'Validation'. The 'Association' step is active. Below the progress bar, there is a 'Previous' button on the left and a 'Next' button on the right, which is circled in red. The main content area says 'Please select your association.' and lists three options: 'District/School', 'Org/Sponsor/Gov', and 'Search'. The 'Org/Sponsor/Gov' option is selected, and the form displays 'Organization: Idaho Division of Career Technical Educati...' and 'Site/Location: * Not Applicable *'.

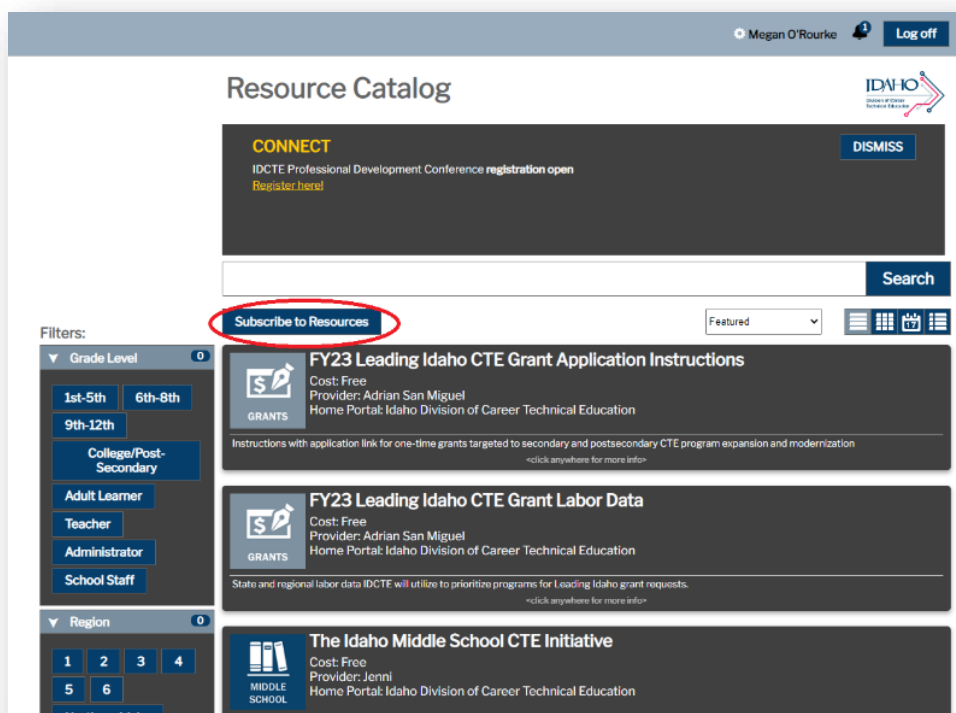
11. Your Educator Portal account is now created. To enter the portal, click on **Resource Catalog**.

The screenshot shows the home page of the Idaho Division of Career Technical Education Educator Portal. At the top right, it says 'Megan O'Rourke' and 'Log off'. The main heading is 'Idaho Division of Career Technical Education' with the IDAHO logo. Below this, there is a 'Account Created' message: 'Your account has been created and your email address is pre-verified.' Underneath is a 'CONNECT' section for 'IDCTE Professional Development Conference registration open' with a 'Register here' link and a 'DISMISS' button. At the bottom, there are two large blue buttons: 'Resource Catalog' and 'SkillStack® Log-In'. The 'Resource Catalog' button is circled in red. The footer includes 'POWERED BY IDAHO DIGITAL LEARNING ALLIANCE', the date '2022.05.30', and navigation links for 'HOME', 'HELP', 'CONTACT US', and 'PRIVACY'.

12. To find information relevant to you, use the filters in the far-left sidebar.



13. You can receive notifications when resources related to your filter have been added to the catalog by clicking on **Subscribe to Resources**.



Give your subscription a name and click the **Save** button.

The screenshot displays the 'Resource Catalog' interface. At the top right, the user 'Megan O'Rourke' is logged in, with a 'Log off' button. The main header is 'Resource Catalog' with the IDAHO Department of State Technical Education logo. A 'CONNECT' banner for the 'IDCTE Professional Development Conference registration open' is visible, with a 'DISMISS' button. Below this is a search bar with a 'Search' button. A filter bar contains 'Example subscription' and a 'Featured' dropdown. On the left, a 'Filters' sidebar is active, showing 'Grade Level' (1st-5th, 6th-8th, 9th-12th, College/Post-Secondary, Adult Learner, Teacher, Administrator, School Staff) and 'Region' (1, 2, 3, 4, 5, 6, Northern Idaho). The main content area features three resource cards: 'FY23 Leading Idaho CTE Grant Application Instructions', 'FY23 Leading Idaho CTE Grant Labor Data', and 'The Idaho Middle School CTE Initiative'. A red circle highlights the 'Example subscription' text in the filter bar.