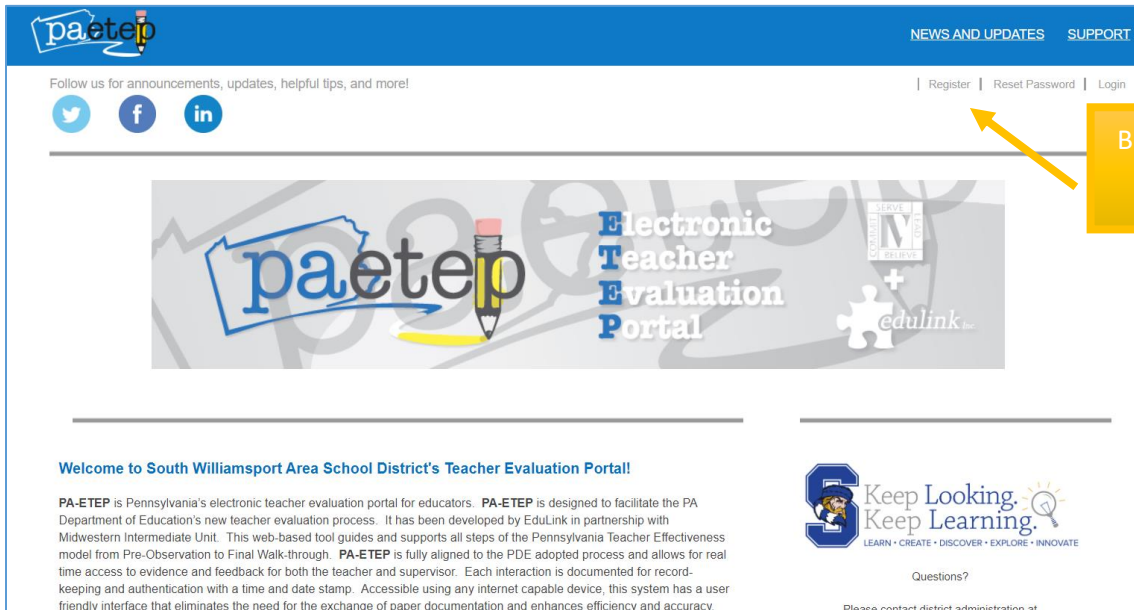


# PA-ETEP Registration Guide:

## Step 1:



## Step 2: Complete the entire form and submit.

The registration form is titled '1) Complete the registration form. 2) An email confirmation form will be sent to you inbox from DoNotReply@paetep.com'. Below the title, it states 'Your email will be your username.' The form contains the following fields and callouts:

- District:** A dropdown menu with 'South Williamsport SD Portal' selected. Callout: 'Select the building of your supervising principal'.
- Building:** A dropdown menu with 'Please Select a Building' selected. Callout: 'Select the building of your supervising principal'.
- First Name:** A text input field. Callout: 'Enter your complete name'.
- Last Name:** A text input field. Callout: 'Enter your complete name'.
- Email Address:** A text input field. Callout: 'Enter district email @swasd.org'.
- Educator Type:** A dropdown menu with 'Teaching Professional' selected. Callout: 'Teacher or NTPE'.
- Are you a nontenured employee?:** Radio buttons for 'Yes' and 'No'. Callout: 'Tenured or Non-Tenured?'.
- Password:** A text input field. Callout: 'Create a unique and secure username and password. As with district passwords, we recommend using combinations of capital / lower case, numbers, and symbols.'
- Re Type Password:** A text input field. Callout: 'Create a unique and secure username and password. As with district passwords, we recommend using combinations of capital / lower case, numbers, and symbols.'