



# EdTechProfile

1. In Internet Explorer, type in the web address [www.edtechprofile.org](http://www.edtechprofile.org)
2. Fill out your first and last name, ID number and EdTech password (this is the information you brought with you). Click “LOGIN>”.
3. Once you log in, the web page will list the surveys that you must complete. You will be completing two surveys, the **Technology Assessment Profile** and the **Elementary Supplemental Survey**.
4. Click “TAKE” next to the **Technology Assessment Profile**.
5. Click “START HERE”.
6. Answer the questions, section by section. After each section, click “RECORD & GO TO NEXT SUBCATEGORY”.
7. After the last category, click the “RECORD & RETURN TO MENU”.
8. Click on the tab at the top of the page that says “HOME”.
9. Click “TAKE” next to the **Elementary Supplemental Survey**.
10. Click “START HERE”.
11. Answer the questions, section by section. After each section, click “RECORD & GO TO NEXT CATEGORY”.
12. Take all sections of the survey. After the last section titled “In Your Own Words”, click “RECORD & RETURN TO MENU”.
13. To verify that you have completed all sections and surveys, click again on the tab at the top of the page that says “HOME”. The status should be GREEN beside the **Technology Assessment Profile** and the **Elementary Supplemental Survey**, indicating that you have completed the two required surveys. Don’t log out yet!
14. Click on the tab that says “MY ACCOUNT”. Update all of your information, including your e-mail address (please use the LAUSD e-mail address). Change your password if you wish (not required). Then click “SIGN OUT”. You are done!
15. **IF YOU DO NOT FINISH TODAY**, on your own time or during your computer lab time, log in the same way to complete the two surveys. The surveys must be completed by March 31<sup>st</sup>.