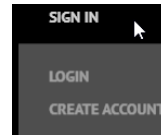


Creating your Account in PeerAssessment.Com (PA)

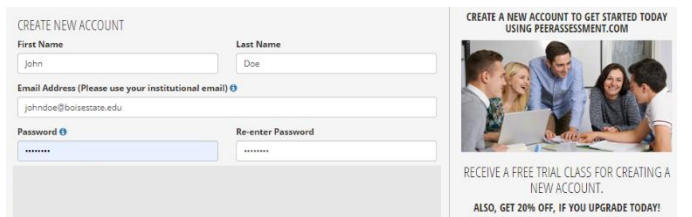
An instructor must have an account in PA to log in

1. Go to <https://PeerAssessment.com>
2. Click SIGN IN, In the top right-hand corner of the site.
3. Then choose CREATE ACCOUNT



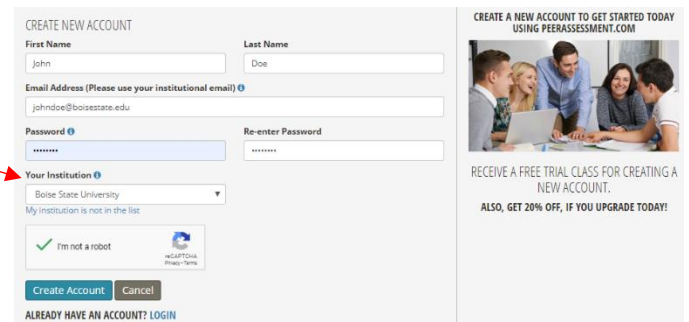
4. Fill out the CREATE NEW ACCOUNT information

- a. Enter your name
- b. Your email address must be one that is issued by your institution. If there is a problem with that, please contact me.
- c. Create a password that includes at least 1 Upper case, 1 lower case letter, 1 number and 1 special character



d. PA may or may not recognize your email domain

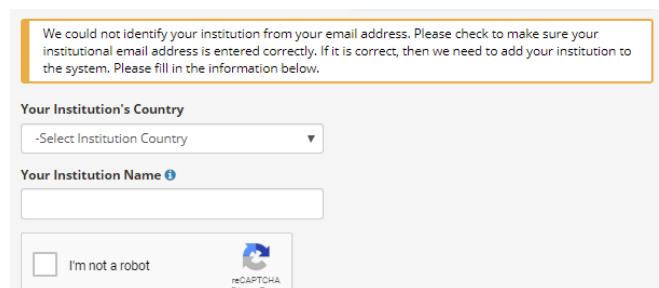
- (1) **If PA recognizes your email domain...**
 - (i) PA will fill in your Institution. Use the dropdown to check for other schools.
 - (ii) Complete the rest of the form and press "Create Account".
 - (iii) A confirmation email is sent to your inbox. Click the Confirm link, and note the instructions for using PA.



(2) **If PA does NOT recognize your email domain...**

PA only has some institutions already defined. So if it does not recognize your email domain, it will ask for some more information and we will define your institution for you.

- (i) Select the country (and state if asked) enter your institution's name.
- (ii) Complete the rest of the form.
- (iii) Press "Create Account".



We will notify you within two business days that your account is ready to Log In. We will also need to know what is the institutional email domain for student emails (ie. to the right of the @ sign).

Thank you for trying PeerAssessment.Com! Please let me know if you have any questions.