

## CREATING ACCESS TO COGNIA LINCspring ACCOUNTS FOR EDUCATORS

### MyJourney Onboarding

#### Step 1: Login to myJourney

During the Kickoff and Onboarding, the school's myJourney administrative users will load educators to the Formative Content Library (via bulk upload) to the school-level account. (Note that district-level administrators, district-level myJourney account administrators, and district-level instructional coaches should be added through the district's myJourney account.) Once added, the users will receive an email to create their passwords and access LINCspring.



#### Step 2: Select the Assessments icon.

**Observations Results**

	A	B	C	D	E	F	G
Early Learning Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elementary Schools	2.89	2.67	3.19	2.68	2.48	3.19	1.67
Middle Schools	2.85	2.69	3.08	2.71	2.41	3.19	1.91
High Schools	3.03	2.90	3.16	2.82	2.77	3.27	1.83
Unit Schools	2.60	2.67	3.14	2.45	2.25	3.04	1.44
District	3.04	2.97	3.29	3.48	3.17	3.51	2.76
All Schools	2.90	2.72	3.17	2.70	2.52	3.20	1.73
AIN Average							

Overall Score: **2.74** AIN Average: **2.75**

A. Equitable Learning, B. High Expectations, C. Supportive Learning, D. Active Learning, E. Progress Monitoring, F. Well Managed Learning, G. Digital Learning

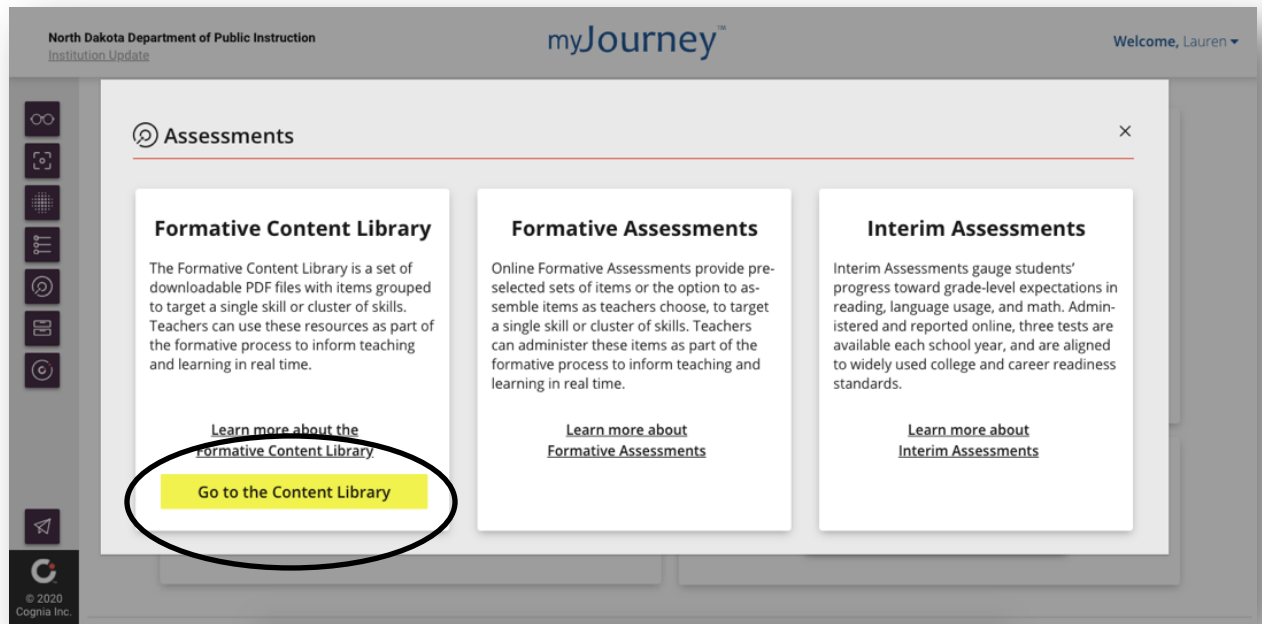
**Observations**

	Observations Completed	Observations In Progress
Early Learning Schools	0	0
Elementary Schools	1952	161
Middle Schools	458	29
High Schools	697	61
Unit Schools	168	2
District	7	3
<b>Total:</b>	<b>3282</b>	<b>256</b>

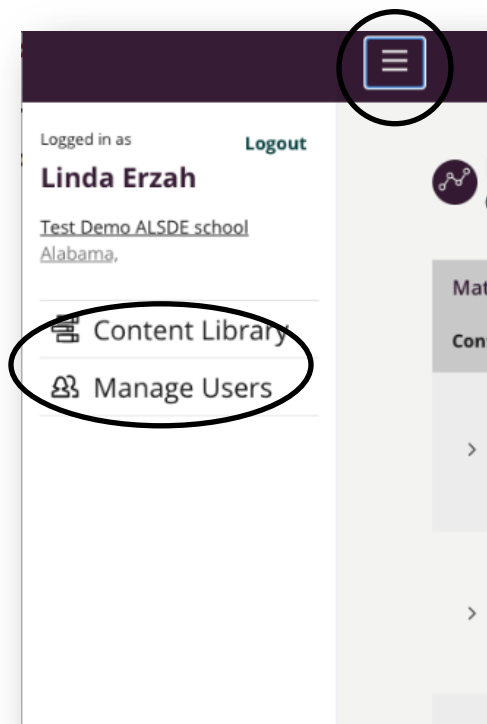
**e|Prove elect**

[Go to elect](#)

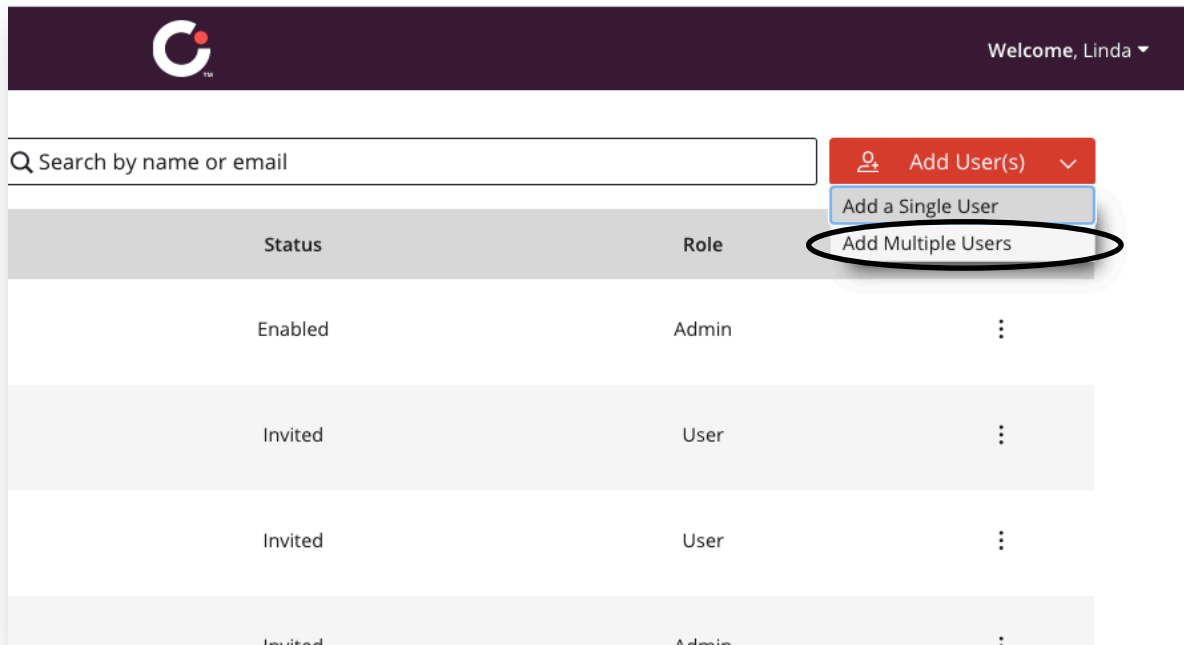
**Step 3:** Navigate to Formative Content Library.



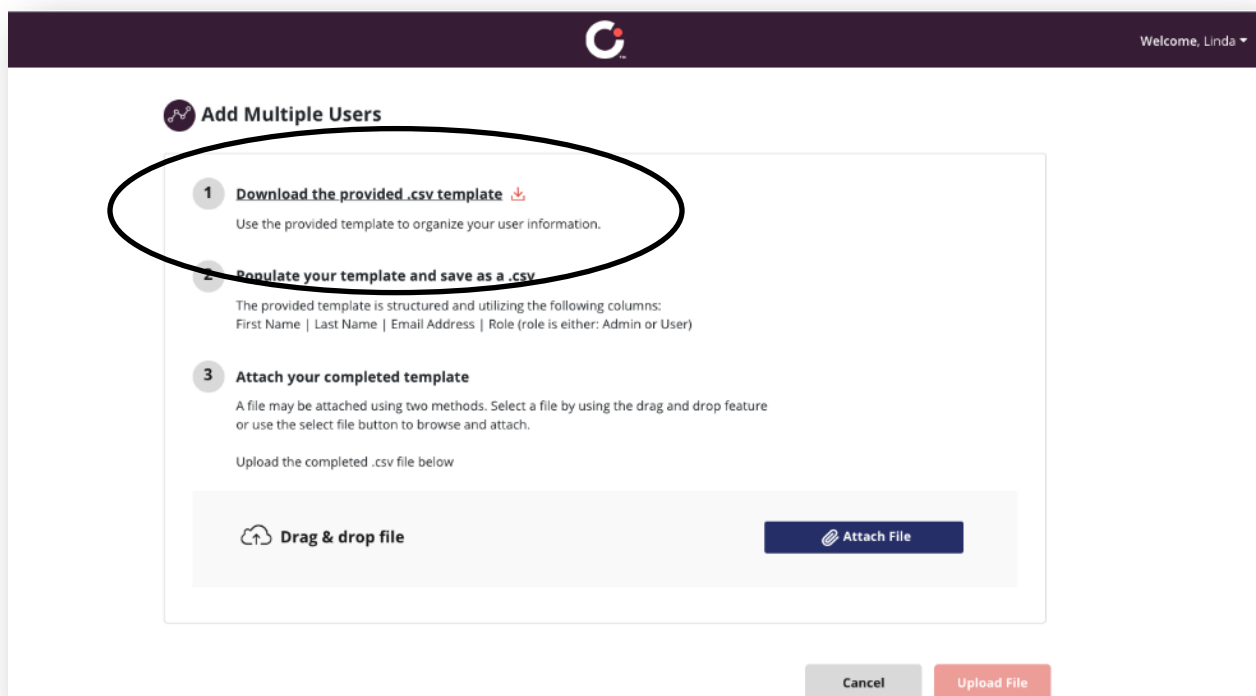
**Step 4:** In the upper left-hand corner of the dashboard, select the menu icon (3 lines) and then choose "Manage Users".



**Step 5:** Click Add Users, Select Add Multiple Users. Begin the process of adding multiple users by selecting the 'Add Users' button and starting the process to load multiple users by selecting the 'Add Multiple Users' option.



**Step 6.** Download the csv template.



**Step 7.** Populate the information First Name, Last Name, Email Address, and Role. There are two roles that can be assigned: User and Admin. Assign roles to your users as following: *User (teacher) or Administrator (school-level administrators, school-level myJourney, school-level instructional coaches and anyone else who would require school-wide supervisory/management access).*

	A	B	C	D
1	First Name	Last Name	Email Address	Role
2				
3				
4				
5				
6				
7				
8				
9				

**Step 8.** Attach your file to complete the process

Welcome, Lauren ▾

### Add Multiple Users

- Download the provided .csv template**

Use the provided template to organize your user information.
- Populate your template and save as a .csv**

The provided template is structured and utilizing the following columns:  
First Name | Last Name | Email Address | Role (role is either: Admin or User)
- Attach your completed template**

A file may be attached using two methods. Select a file by using the drag and drop feature or use the select file button to browse and attach.

Upload the completed .csv file below

upload\_multiple.csv 85 B

[Formative Assessments](#)

## myJourney Password Creation

**Step 9.** To create password, the user will select the 'Get Started' button from the welcome email that he/she received; and enter their password twice.

Select 'Get Started'

### Step 10. Enter your password twice

myJourney<sup>™</sup>

Create Password

Create a new password for your MyAdvancEd account:







Enter New Password

Re-enter Password

Password must meet the following requirements:

- Cannot contain spaces
- Be at least 8 characters
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character !@#\$%^&\*()-+=~\*"

Submit



## LINCspring Signup

**Step 11.** Once the password is created, the user will be taken to the login page and enter their email and newly created password. On of the myJourney dashboard, select “Trusted Partners” from the left side navigation.

North Dakota Department of Public Instruction  
Institution Update

myJourney™

Welcome, Lauren ▾

**Observations Results** [Reporting](#)

[All \(3282\)](#) Certified Observers (0)

	A	B	C	D	E	F	G
Early Learning Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elementary Schools	2.89	2.67	3.19	2.68	2.48	3.19	1.67
Middle Schools	2.85	2.69	3.08	2.71	2.41	3.19	1.91
High Schools	3.03	2.90	3.16	2.82	2.77	3.27	1.83
Unit Schools	2.60	2.67	3.14	2.45	2.25	3.04	1.44
District	3.04	2.97	3.29	3.48	3.17	3.51	2.76
AIN Average	2.90	2.72	3.17	2.70	2.52	3.20	1.73

Overall Score: **2.74** AIN Average: **2.75** ⓘ

A. Equitable Learning, B. High Expectations, C. Supportive Learning, D. Active Learning, E. Progress Monitoring, F. Well Managed Learning, G. Digital Learning

**Observations** [Observations](#)

[All \(3538\)](#) 30 Days (8) 2020-21 SY (8)

	Observations Completed	Observations In Progress
Early Learning Schools	0	0
Elementary Schools	1952	161
Middle Schools	458	29
High Schools	697	61
Unit Schools	168	2
District	7	3
<b>Total:</b>	<b>3282</b>	<b>256</b>

**e|Prove elect**

[Go to elect](#)

© 2020 Cognia Inc.

**Step 12.** Next, select “Go to LINCspring”.

Holy Savior Academy  
Diocese of Metuchen  
Institution Update

myJourney™

Welcome, Linda ▾

**Observations Results** [Manage Users](#)

[All \(66\)](#) 30 Days (0) Certified Observers

	A	B	C	D	E	F	G
A. Equitable Learning	0	0	0	0	0	0	0
B. High Expectations	0	0	0	0	0	0	0
C. Supportive Learning	0	0	0	0	0	0	0
D. Active Learning	0	0	0	0	0	0	0
E. Progress Monitoring	0	0	0	0	0	0	0
F. Well-Managed Learning	0	0	0	0	0	0	0
G. Digital Learning	0	0	0	0	0	0	0

Overall Score: **3.42** AIN Average: **3.42**

**Trusted Partners**

**LINCspring**

Strengthen instruction with an online platform for coaching and professional learning. LINCspring offers teachers customizable pathways to implement student-centered, personalized learning.

[Learn more about LINCspring](#)

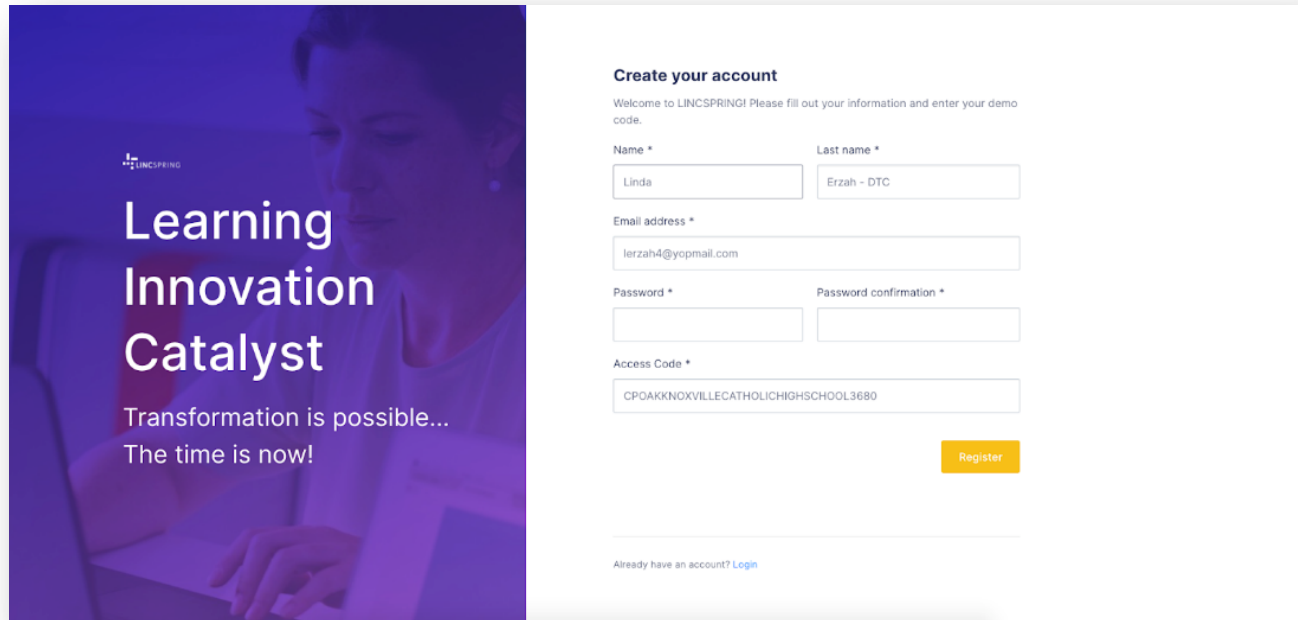
[Go to LINCspring](#)

**e|Prove elect**

[Go to elect](#)

© 2020 Cognia Inc.

**Step 13.** The user will be presented with the LINCspring signup page where he/she will enter their name and email.



**Create your account**

Welcome to LINCSPRING! Please fill out your information and enter your demo code.

Name \*  Last name \*

Email address \*

Password \*  Password confirmation \*

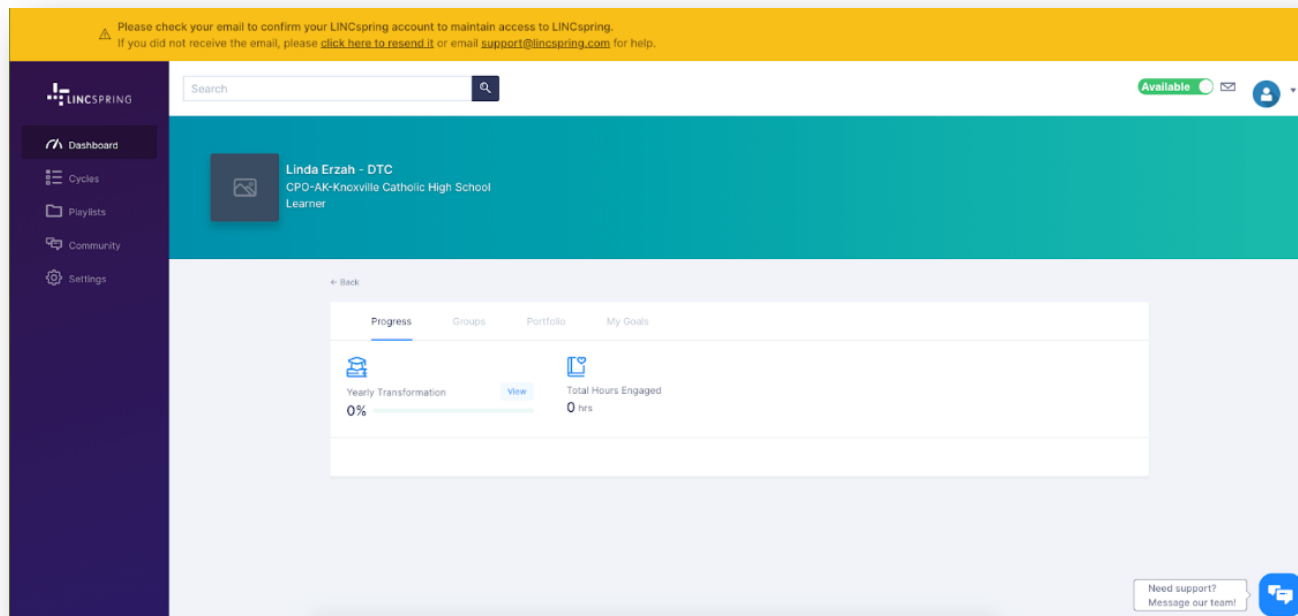
Access Code \*

[Register](#)

[Already have an account? Login](#)

**Step 14.** The user will then land on the LINCspring dashboard, where he/she can use the resources available there.

### Educator Landing Page (School-Level)



Please check your email to confirm your LINCspring account to maintain access to LINCspring. If you did not receive the email, please [click here to resend it](#) or email [support@lincspring.com](mailto:support@lincspring.com) for help.

**LINCSPRING**

Search

Available

**Dashboard**

Cycles

Playlists

Community

Settings

**Linda Erzah - DTC**  
CPO-AK-Knoxville Catholic High School  
Learner

Back

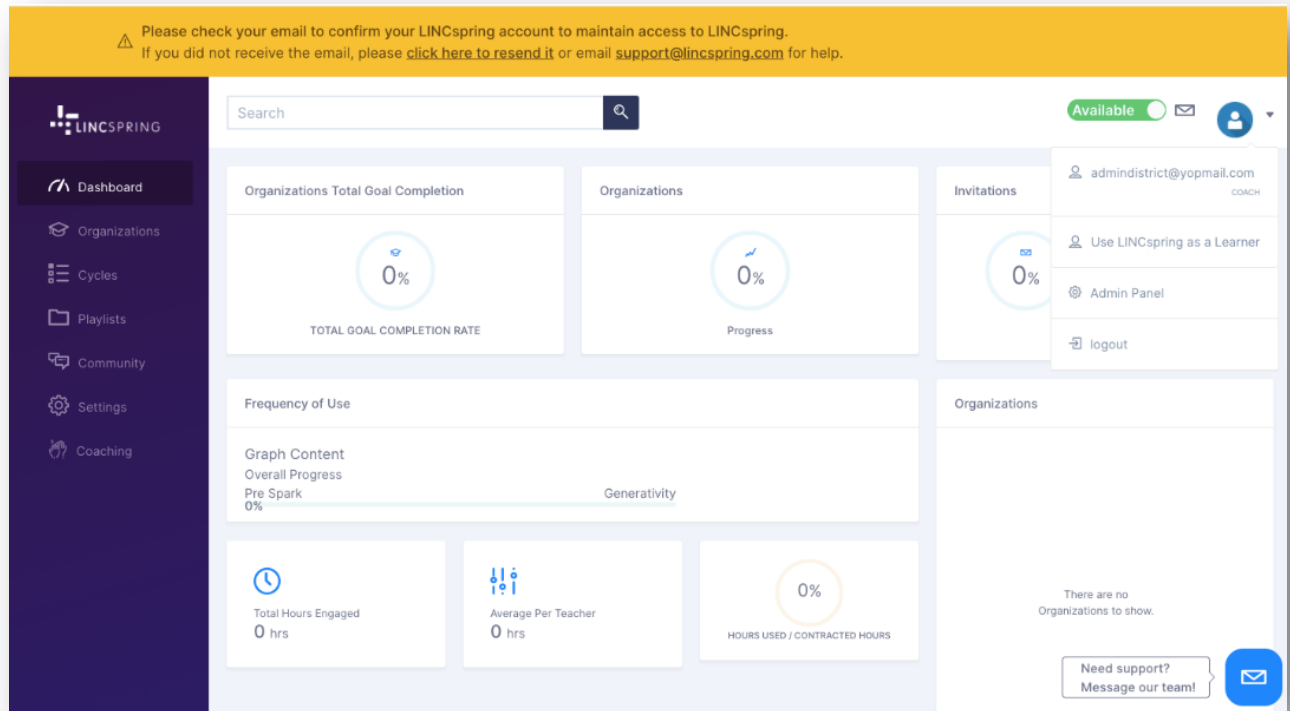
Progress Groups Portfolio My Goals

Yearly Transformation [View](#) 0%

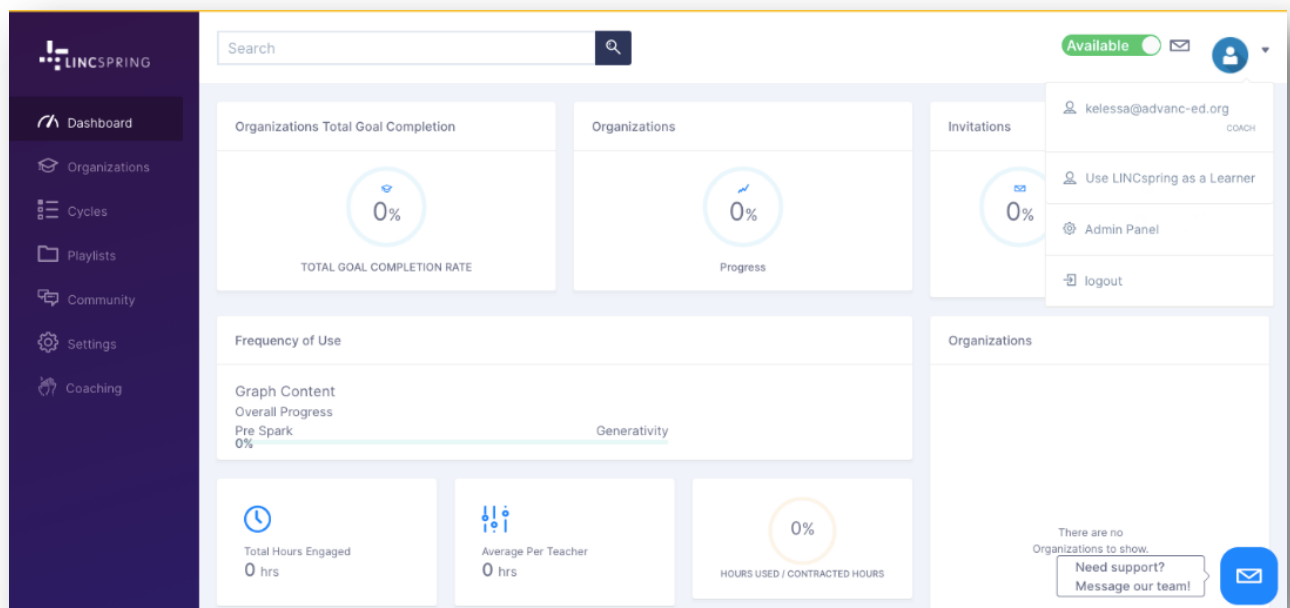
Total Hours Engaged 0 hrs

Need support? Message our team!

## Coach Landing Page (School-Level Administrators and Coaches)



## Super Admin User Landing Page (District-level Administrators and District-level Coaches)







### **Continuous Single Sign On Access**

Upon successful completion of this process, the user will go to myJourney login page. Upon re-entering LINCspring, the user will not have to re-enter credentials as a result of the Single Sign On application.

Recommendation: Bookmark the site at <https://myjourney.cognia.org/login>

For additional support contact Cognia Client Care, [ClientCare@cognia.org](mailto:ClientCare@cognia.org), 1-888-413-3669