

Completing the Cognia NDDPI LINCspring Teacher Onboarding

1. Go to: <https://app.smartsheet.com/b/form/9796ac49b7c949d689884dfab9e6c2f2>

2. **Fill out your First Name, Last Name and Email Address.**

First Name *

Last Name *

Email Address *

3. **Select what group of letters your District falls within.** The choices are A-E, F-K, L-R and S-Z. This will allow us to show you a short list of districts within these letters.

What letter does your DISTRICT start with? *

A-E
 F-K
 L-R
 S-Z
 My school is not part of a district

Note: If you belong to a school that is not within a district, select the option that says 'My school is not part of a district and you will be shown a list of those schools to select from.'

4. **Select the letter your district starts with.** You will have several dropdowns to pick from, but only need to select the one with the letter your district falls within. Once you select your district, a list of schools within that district will populate and you can **select your school.**

Note: Select 'District' if you do not work at a school within your district. If you do not see your school, please select 'Other' and enter the details in the Additional Information section at the bottom of the form.

Example: If I was a teacher at Alexander Elementary School within Alexander School District, I would select **A-E** for the group of letters my district falls in, then go to the first dropdown that says '**Please select your DISTRICT: A**' to choose Alexander School District. All the schools within this district would then populate for me to choose **Alexander Elementary School.**

What letter does your DISTRICT start with? *

A-E
 F-K
 L-R
 S-Z
 My school is not part of a district

Please select your DISTRICT: A
 If your district begins with the letter 'A', please select from this drop-down.

Alexander School District

Please select your SCHOOL (Alexander School District): *
 Select 'District' if you do not work at a school within your district. If you do not see your school, please select 'Other' and enter the details in the Additional Information section at the bottom of this form.

District
 Alexander Elementary School
 Alexander High School
 Other

5. After selecting your District and School, **jump directly down to select your Position** of Teacher, School Based Administrator, District Staff, Instruction Coach or Other (you will have an option to enter your actual position if you select 'Other').

Position *

Teacher
 School Based Administrator
 District Staff
 Instructional Coach
 Other

Additional Information:
 If there is anything you would like us to know, or if you were not able to find your school and district above, please enter it here.

Send me a copy of my responses

Submit

6. If you have any additional information, or if you were not able to find your school and district, you can enter it in the **Additional Information box** before submitting.