

Student/Facilitator Registration:

Please refer to the instructions below in order to ensure accurate and timely account creation for students and facilitators:

1. Fill out the attached excel “userfile” with all student and teacher (facilitator) information as specified below:

Field Name	Instructions
District ID	Enter “VA Online SOL Tutorial” for every user.
School ID	Refer to the attached table for your complete school ID. Please enter it exactly as it appears on the table (i.e., “001-0540” for Arcadia HS).
Unique ID	For Students: Please fill in the school student number for each student. For Teachers: Please leave blank.
User Type	Fill in “student” or “teacher”.
First Name	First name ONLY (do not include spaces or middle initials)
Last Name	Last name ONLY (do not include spaces or suffixes (i.e., “Jr”))
Email	Enter in the complete email address for TEACHERS ONLY. Not required for students.
Grade	Enter student’s grade (“12”)
Division	Enter the full name of your school division.
School	Enter the full name of your school.
Reading SOL Score	Enter each student’s Reading SOL scaled score from previous assessment.
Verified Credit in Writing?	Enter “Yes” or “No”.
Verified Credits Earned	Enter the number of verified credits earned.
Individual Education Plan?	Enter “Yes” or “No”.
Telephone Number	Enter teacher’s phone number.

2. Once the userfile is complete, please note the instructions below, attach your completed userfile and e-mail to VATutorial@review.com.

Naming Convention for userfile: Name the file with your school or school division name and the date (i.e., “AccomackDivision021504”).

From field: Must contain a mailbox that can receive an email reply. This email address will receive newly created usernames and passwords, as well as any data error reporting.

Subject field: This field should include your school or school division name and date (i.e., “AccomackDivision021504”).

Body of email: Please include school or division name (no spaces, i.e., “AccomackDivision”) and a contact name and phone number.

The Princeton Review will email each facilitator his/her username and password within three to five business days. If you have any questions regarding these instructions, please contact The Princeton Review's Customer Support Team at 1-800-738-4392, extension 5.