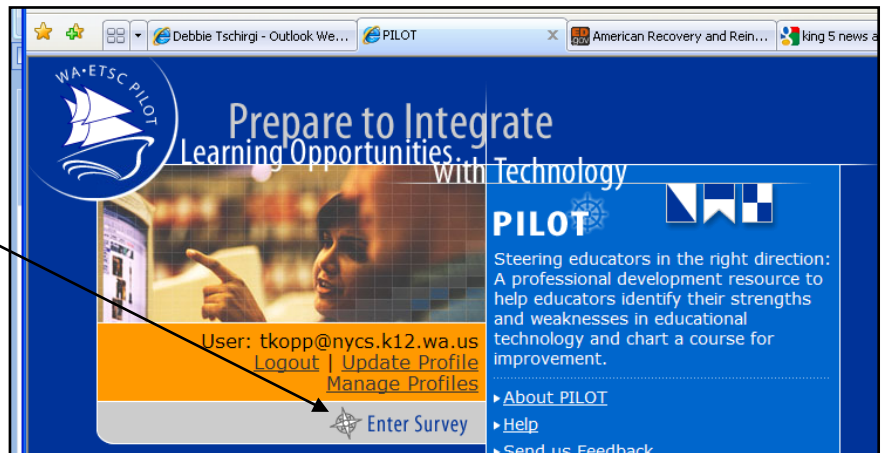


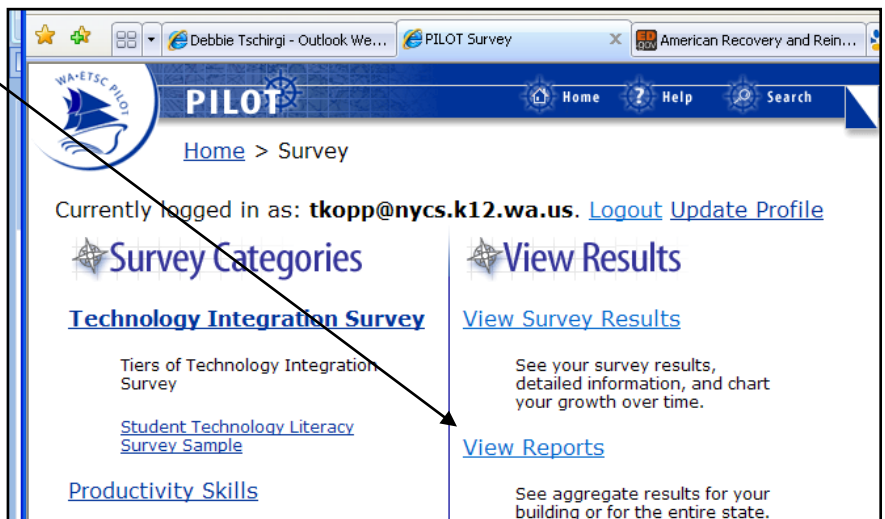
# 8<sup>th</sup> Grade Technology Literacy Survey on PILOT Jr. Setting Passwords for Your Schools

These instructions include the steps required to set the passwords for your schools so that your 8<sup>th</sup> (or 9<sup>th</sup>) grade students can participate in the online Technology Literacy Survey that is on the PILOT Jr. web site. To follow these instructions, you will need (1) a user account on the [PILOT web site](#), and (2) privileges to “View District Reports.” (Contact your regional [ESD Ed Tech Director](#) for this.)

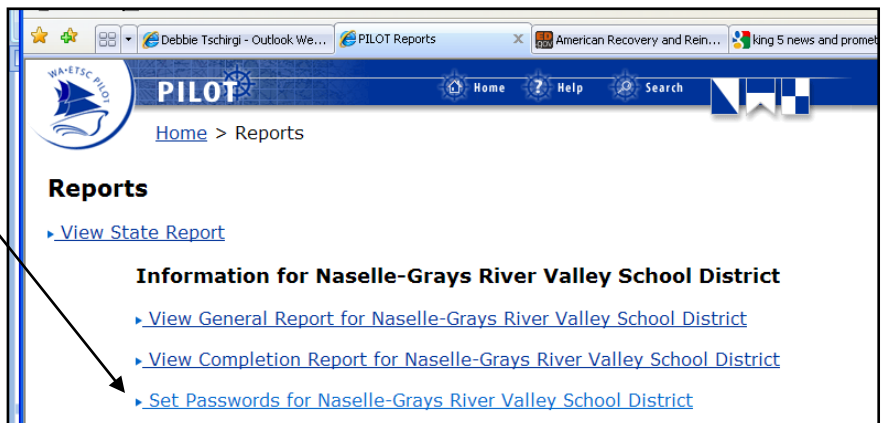
1. Login to the PILOT web site at <http://www.edtech.wednet.edu/PILOT> and return to the Home screen.
2. Then click **Enter Survey**.



3. Click **View Reports** on the right side of the window.



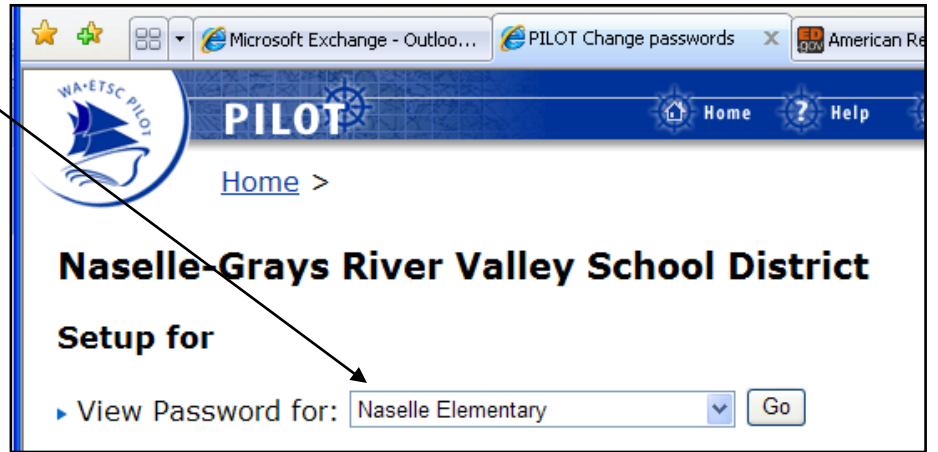
4. Click on **Set Passwords for XYZ School District**.



5. Select the school from the drop-down menu.

**Reminder:**

Passwords are only needed for schools that house the 8<sup>th</sup> or 9<sup>th</sup> grade students taking the Technology Literacy Survey. Most of the time, this will be a middle school or high school.

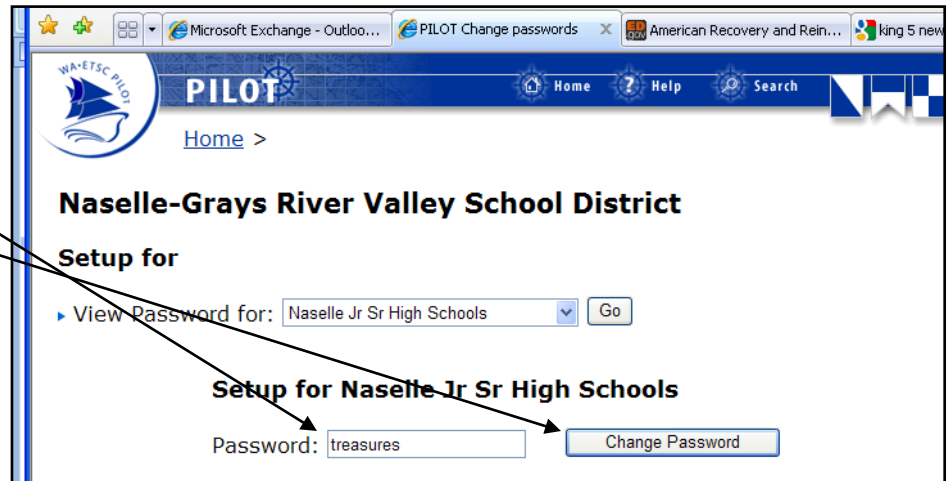


6. In the next window, you can view an existing password for the school that you selected in Step 6; change the password; or create one.

Create or change the password in the **Password** field, and then click on the **Change Password** button to confirm your change.

7. Repeat Steps 5 and 6 for each school in your district.

8. When a password has been created or changed for each school, return to PILOT's home page and logout.



~ ~ ~ **Reminder** ~ ~ ~

After a school has completed its effort of having the students take the online Technology Literacy Survey on the PILOT Jr. web site, it is highly recommended that the password for that school is changed so that students don't return to the web site and continue to fill out the survey with fictitious data, thereby skewing the results. The district technology director (or his/her designee) should use this set of instructions and change the password to prevent further use of the survey by students at that school.