This **Digital Library School User Guide** is intended to provide brief instructions on how to log on and how to access the tutorial to learn about Digital Library.

**Logging in for the First Time and Learning about the Digital Library**

Once the Digital Library School Coordinator has created an account for you in Digital Library, you will receive an activation email that looks similar to this:

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PROD: Welcome to the Smarter Balanced Digital Library
Smarter-DoNotReply <Smarter-DoNotReply@opentestsystem.org>
Sent: Thu 8/28/2014 2:59 PM
To: Lisa Campbell

• Click on the Digital Library link provided in the activation email to complete the login process and personalize your profile. *(Be sure to set a security question so that the “forgot password” option is available in the future if needed.)*
• After approving the preview of your account information, you will be taken to the Digital Library Welcome Tutorial.

The **Welcome Tutorial** provides users with an overview of the Smarter Balanced Digital Library. To access the topics, click on the questions in the blue text. For ease of use, we highly recommend reviewing the tutorials when you initially log in. When done, click on the [Close Tutorial] to proceed to the Digital Library.

To prevent the Welcome Tutorial from populating every time you log in, check the box next to the “Do not show this tutorial again.” To access the Welcome Tutorial and other help guides on the Digital Library homepage, click on the Help link located in the upper right-hand corner.

**Logging on to the Digital Library**

1. Access the Digital Library page at [https://sso.smarterbalanced.org](https://sso.smarterbalanced.org)
2. In the **Username** field, enter your full email address
3. In the **Password** field, enter your password.
4. Click the [Login] icon to access the Digital Library

*Note:* The Digital Library is a resource for **Credentialed Staff**. Accessing the Digital Library requires the use of an authorized username and password. If you do not have a username and password, contact the designated Digital Library Site coordinator at your school.

**School:** ______________________  **Digital Library Site Coordinator:** ______________________