

LoTi Digital-Age Survey Instructions for NEW Users

NEW users are defined as educators who have never registered in the LoTi Lounge or taken any version of the LoTi survey (e.g., LoTi Digital-Age Survey, LoTi Survey) in the past.

Step One:

Access the LoTi Lounge by clicking on the link to your left.

Step Two:

Click on the link that says ‘Sign Me Up!’ (in the ‘I’m a New User’ section of the LoTi Lounge login block) to complete a ONE TIME registration sequence that will both identify you as part of your group and as an individual user.

Step Three:

In the ‘Group Information’ section, you will be prompted to enter information that identifies you with your state. This identification will ensure that the proper schools are available for selection on the next page. Enter the entire name of your state, in lower case letters, *with no spaces* as the Group ID and Password

Group ID: newhampshire

Password: newhampshire

Step Four:

In the ‘Group Member Information’ section, you will be prompted to enter information that identifies you as an individual user. You will have to create and enter a personal User ID and Password of your choosing. This User ID and Password should be something you will remember as you will need it to login to LoTi Lounge in the future.* It is strongly recommended that you WRITE DOWN your selected User ID and Password information as many school districts take the survey more than once and it is necessary to re-access the LoTi Lounge system.

Your User ID must be at least 4 characters long and shouldn’t contain any spaces or special symbols. Underlines are OK.

WARNING! Do not use “test” in your User ID. All users with “test” in their User ID are deleted nightly (e.g., “testing”, “UserTest” and “mytester”).

Enter the following information in the available fields:

User ID: your created User ID

Password: your created User Password

First Name (optional): your first name

Last Name (optional): your last name

Grade Level: your primarily assigned grade level

Subject Area: your primarily assigned subject area

Step Five:

In the 'Email Address' section, you will be prompted to enter your Email address. Entering a valid email address is necessary to have full access to LoTi Lounge. Also, if you forget your password the LoTi Lounge system can send it to the email address you provide. Enter the following information in the available field:

Email:Address: your valid email address

Step Six:

Click the 'Submit' button to move on to the next step in the registration sequence.

Step Seven:

In the 'Which organization do you belong to?' section, you will be prompted to select your organization from a structural list that has already been entered into the computer based on the Group ID you were given. Select *Epping School District* from the list. Once you select a district, the list will refresh.

After the pop-up list refreshes with the list of schools in your selected school district, select your school from the list. Once your school is selected, click the 'Continue' button to complete the registration process.

Step Eight:

You should reach a page that says,

'Congratulations! Your registration has been confirmed. Your newly created User ID and Password can be used to access the LoTi Lounge at any time. Where would you like to start?'

This page confirms that your user information was accepted and you are now a LoTi Lounge user. On the page, there are two arrows. The green and yellow arrow on the left will take you into the LoTi Lounge. The red arrow on the right will bypass the LoTi Lounge and take you directly to the LoTi Digital-Age Survey. To get to the LoTi Digital-Age Survey page, click on the red arrow.

Step Nine:

On the LoTi Digital-Age Survey page (which should have a red background and red arrow on the page), click on the red arrow to start a new LoTi Digital-Age Survey.