

Sign in to the [RUReady.ND.gov Professional Center](https://Procenter.RUReady.nd.gov) to track student work, run reports, access resources and more!

### FIRST TIME USERS: HOW TO CREATE AN ACCOUNT

1. Go to the **RUReady.ND.gov Professional Center**: <https://Procenter.RUReady.nd.gov>
2. Click **Create a Professional Center Account**.
3. In the **Who Are You?** section, click **Go** next to the role that best describes you.
4. Click **Find** next to **School or Program** to bring up a list of schools. In the popup, locate your school or site, highlight it and click **Continue**.
5. Enter either the **Professional Account Access Key (PAAK)** or **Administrator Code (AC)** in the space provided. Click **Next**.
  - If you do not have the PAAK or AC for your school/site, contact the Career Resource Network at [ndcrn@nd.gov](mailto:ndcrn@nd.gov).
    - The PAAK is for those professionals who want to access the Professional Center to track and communicate with students. Most professionals will use the PAAK.
    - The AC gives all of the access as the PAAK, plus the ability to customize course plans, graduation requirements, the Academic Plan, milestones, and local scholarships. Use of this code is normally restricted to one “power user.”
6. Enter your account information. **Select your Account Name and Password with care**, you will use this to access the site. Provide a **security question** and answer in the spaces provided. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**.
7. Be sure to remember your username and password! Consider writing them down somewhere safe.

### RETURNING USERS: HOW TO ACCESS YOUR ACCOUNT

1. Go to <https://Procenter.RUReady.nd.gov>.
2. Enter your Account Name and Password in the spaces provided.
3. Click the Sign In button.

### FEATURES OF PROCENTER.RUREADY.ND.GOV

Here are some of the helpful features you’ll find in Procenter.RUReady.ND.gov:

#### Students & Groups

- Find and view individual portfolios, define groups of students and manage your groups.

#### Reporting

- Create reports that show site usage, assessment results and planning outcomes for groups of students or your entire school.

#### Resources

- Find curriculum, lesson plans and activities for subject area and guidance office work while using the system.

#### Communication

- Send or review messages and manage events that appear on student calendars.

<b>NEED HELP?</b> <b>Contact:</b>		ND Career Resource Network: 701-328-9733 <a href="mailto:NDCRN@nd.gov">NDCRN@nd.gov</a>
		or XAP Support: 800-468-6927 <a href="mailto:support@xap.com">support@xap.com</a>