



QUICK REFERENCE GUIDE FOR PROFESSIONALS

RUREADY.ND.GOV PROFESSIONAL CENTER ACCOUNTS

Track student work and communicate with students using the RUPrepare.ND.gov Professional Center.

FIRST TIME USERS: HOW TO CREATE AN ACCOUNT

1. Go to <https://Procenter.RUPrepare.ND.gov>.
2. Click **Create a Professional Center Account**.
3. 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. Highlight the name of your school and click **Continue**.
5. Enter either a Professional Account Access Key (PAAK) or Administrator Code (AC) in the space provided. Click **Next**. If you do not have a PAAK or AC, contact the ND Career Resource Network at (701) 328-9733 or leglasser@nd.gov.

Note: A PAAK is for those professionals who want to access the Professional Center to track and communicate with students. The AC is for the person who is responsible for the customization of the site such as adding courses to Your Plan of Study. Most professionals in a school system will need a PAAK.

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.RUPrepare.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.RUPrepare.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.