2020-2021 OSTP & CCRA
Enrolling in an OSTP Training Module with an Invitation Email

*This document is intended for use by Test Administrators (TAs) & Test Proctors (TPs)*

**Note:** TAs & TPs will only receive invitation emails if their District Test Coordinator completes the process outlined in [Inviting TAs and TPs to Enroll in a Module](#).

1. Open the invitation email you received, and select the blue **ACCEPT INVITATION** button.
   - A new window will open in your internet browser.

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**Sample Invitation Email**

```
To: sdeassessment@gmail.com

From: Sarah Dunn

Invitation: OSTP TA Training Module
Presented by OKEdge and NextThought

You've been invited to join the course "OSTP TA Training Module" by OKEdge.

Accept Invitation

Access Key: unique code listed here
```
2. Enter your OKEdge account information, and select **Sign In**.
   - If you do not have an OKEdge account, you will need to create one by selecting **Get Started**.
   - For more information on creating an account, please see the *Creating an OKEdge Account* guide.

3. Once you have logged into OKEdge, you will be prompted to “Redeem a Module.” Select the blue **Redeem** button.
   - The redemption code field should be auto-populated with the “Access Key” listed in your invitation email.
   - If redemption code field is not auto-populated, copy and paste the “Access Key” from your invitation email into the field before selecting **Redeem**.
4. A pop-up window will appear confirming your enrollment. Select the blue **Finished** button.

5. Select the gray circle X button located in the top left of the screen.
6. You will then be able to view the OSTP Training Module in which you enrolled.
   • To begin the OSTP Training Module, double click on it.
   • The module should include your district's name in the title. **If it does not, contact your Building Test Coordinator.**