

## Instructions to Apply for an NBCT Candidate Support Site

**APPLICATION DEADLINE:** Tuesday, September 15, 2015

To apply, go to: [https://www.ark.org/ade\\_atlas/app/login.do](https://www.ark.org/ade_atlas/app/login.do)

### ATLAS Instructions

- Log in using you 10 digit Teacher ID (**MMDDYY and last 4 digits of your Social Security Number**), example: **0323614321**
- If you have forgotten your password, click on **Forgot Username or Password**  
A temporary password will be sent to your **ATLAS** profile email address
- **DO NOT COPY AND PASTE**, enter password exactly as it was sent to you using the **shift** key and not the **CAPS LOCK**
- Log in and change your password to something you will remember
- Click **Edit Profile**
- Update Profile Type (**NBCT Site Facilitator**); if you have more than one role, hold down the **CTRL** key and highlight other roles in Profile Type
- Enter/Update all profile information
- Click **SUBMIT**
- If you do not enter all required information, the profile will not be successfully submitted. Information required and not entered will be displayed in red at the top of the page. On your **ATLAS** homepage, under the heading "**NBPTS Site Facilitator**", click on **RFP Application**
- Enter information, click **SUBMIT**