LOTI 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 in the past. If you have taken this in the past, just create a new user ID using the instructions below and take it again today.

- Access the LoTi Lounge at: **http://www.lotilounge.com**   Please read all instructions before going to the site. You may want to print a copy of these instructions.
- Click on the link that says 'Sign Me Up!' (in the Register Free section of the LoTi Lounge login block) to complete a ONE TIME registration sequence that will both identify you as part of your state/district/school and as an individual user.
- Follow the registration instructions on the screen. You will first be prompted to enter your Group ID and Password. The Group ID and Password is the name of your state in all lower case letters without any spaces.
    - **GroupID:** arkansas
    - **Password:** arkansas
- Next, you will be prompted to enter your User Information including a User ID and Password of your choosing. This User ID will be the same as your Mountain Home Network Username (usually your first initial and your last name) and password should be something you will remember as it is what you will use to login to LoTi Lounge in the future.
- It is strongly recommended that you WRITE DOWN your User ID and User Password information as we may take the survey more than once to determine progress and your ID and Password are necessary to re-access the LoTi Lounge system.
- Choose your grade level and subject area.
- Next, you will be prompted to enter your Email address. Please use your school email address. Click Submit.
- Finally, you will be prompted to select your School District. Choose your Mountain Home from the pop-up list.
- The list will then refresh with the names of all schools in the Mountain Home district. Choose your school from the pop-up list. If you work equal times at more than one school, or work at 3 or more buildings choose the District Level Staff as your building. If you work more at one school than the other, choose the building where you work the majority of the time. Click continue
- 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. The red arrow on the right will take you directly to the LoTi Digital-Age Survey. Click on the red arrow and take th*e* survey.