Logging In to the CSCOPE Site

1. Navigate to www.mycscope.us.

2. Once you are on the CSCOPE homepage, enter your school district or organization email address for **your User Name**. Enter your **existing** CSCOPE password as **your Password**.

3. Click the **Sign In** button.

   Note: If you need assistance logging in, please contact our technical support team.

4. If you are uncertain of your password, click the **Forgot Password?** link under the **Sign In** button.

5. To reset your password, enter your school district or organization email address and click **Submit**.
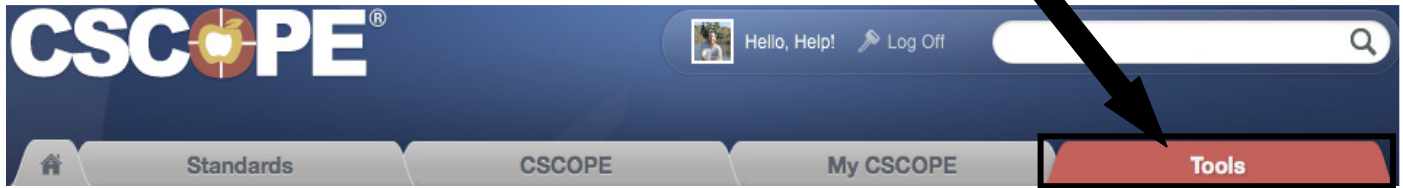
   Note: If you submitted a request to reset your password and do not receive an email within thirty-minutes, please contact our technical support team.

Once you have successfully logged in, you can change your password and update your user Profile.

Accessing Your Profile

1. Click on the **Tools** tab in the main site navigation.

2. Click the **My Profile** text or icon to view and update your CSCOPE profile information like name, email, and professional interests.
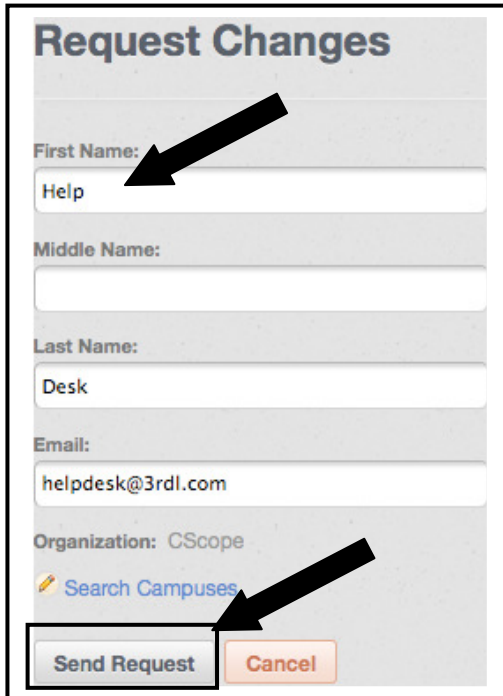
My Profile
Manage your account information, including name, email address, and professional interests.
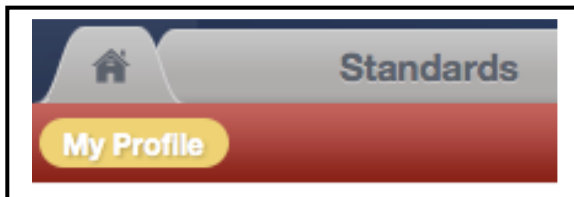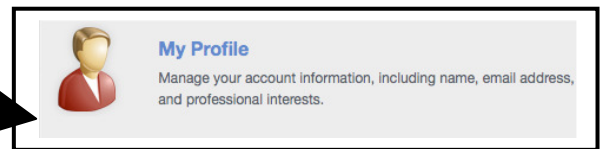
3. You can also click on the **My Profile** sub-menu item located under your main menu.

Completing and Updating Your Profile

When you enter the **My Profile** section, you will notice there are some areas of the form that you cannot select or modify, such as your name or your email address.
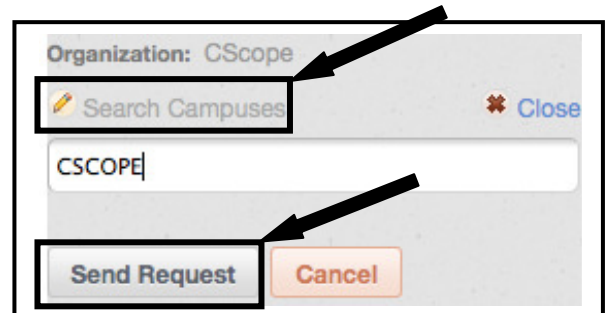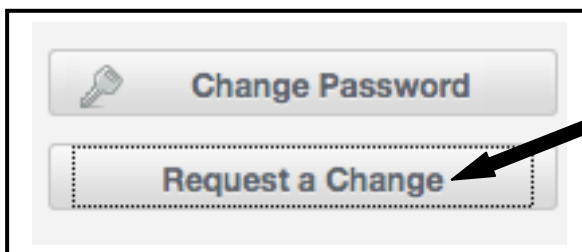
1. To request a change to your name, primary email address, region, district, or campus, please click on the **Request a Change** button located to the right of your profile information. Your change request will be submitted to your User Administrator for verification.

Request Changes

First Name:

Help

Middle Name:

Last Name:

Desk

Email:

helpdesk@3rdl.com

Organization: CScope

✏ Search Campuses

Send Request   Cancel

2. To request a change to your name or primary email address, enter the new information into the boxes provided. When you are finished, click the **Send Reques**t button to submit your request to your User Administrator for verification.
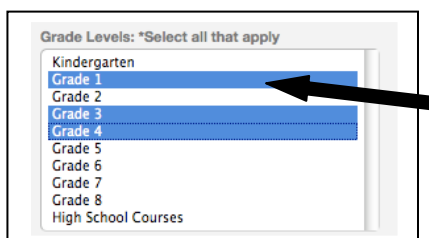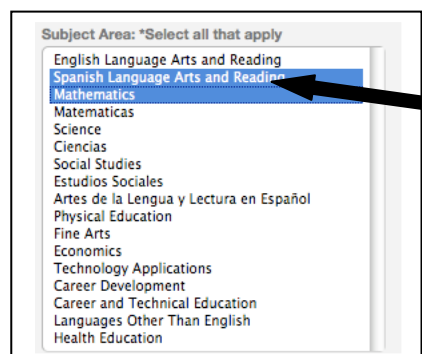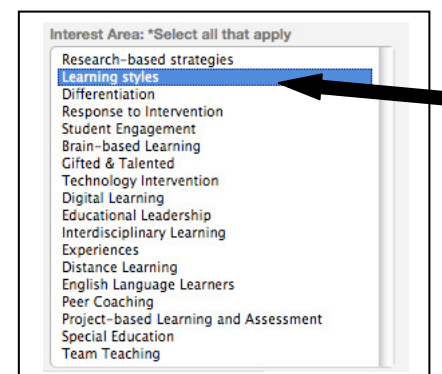
3. To request a change to your building or campus, click the **Search Campuses** link. Type the name of the desired organization and click the **Send Request** button to submit your request to your User Administrator for verification.

Organization: CScope

✏ Search Campuses   ✻ Close

CSCOPE

Send Request   Cancel

Grade/Subject Areas/Interest Areas

1. To complete your profile, please identify the grade level(s) and subject area(s) that are relevant to your current position. You can also choose to identify any areas of professional interest in education that you may have.

2. To change the **Grade Levels**, **Subject Areas**, or **Interest Areas** that you are associated with, make the appropriate selections from the list provided.

Grade Levels: *Select all that apply

Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
High School Courses

Subject Area: *Select all that apply

English Language Arts and Reading
Spanish Language Arts and Reading
Mathematics
Matematicas
Science
Ciencias
Social Studies
Estudios Sociales
Artes de la Lengua y Lectura en Español
Physical Education
Fine Arts
Economics
Technology Applications
Career Development
Career and Technical Education
Languages Other Than English
Health Education

Interest Area: *Select all that apply

Research-based strategies
Learning styles
Differentiation
Response to Intervention
Student Engagement
Brain-based Learning
Gifted & Talented
Technology Intervention
Digital Learning
Educational Leadership
Interdisciplinary Learning
Experiences
Distance Learning
English Language Learners
Peer Coaching
Project-based Learning and Assessment
Special Education
Team Teaching

3. If you would like to select multiple items in a list:

Windows Users: Hold down the **CTRL key** and **click** each grade level, subject area, or interest area that you wish to include.

Mac Users: Hold down the **Apple (command) key** and **click** each grade level, subject area, or interest area that you wish to include.

Uploading or Editing Your Profile Picture

1.   To edit your **profile picture**, click the **Edit** button under your existing profile picture box.

2. An **Edit My Photo** window will pop up. In the **Edit My Photo** window, click the **Browse** button to search your computer for a picture that you wish to use. Select a photo from your computer and click the **Open** button in your browse window to return to the **Edit My Photo** window.
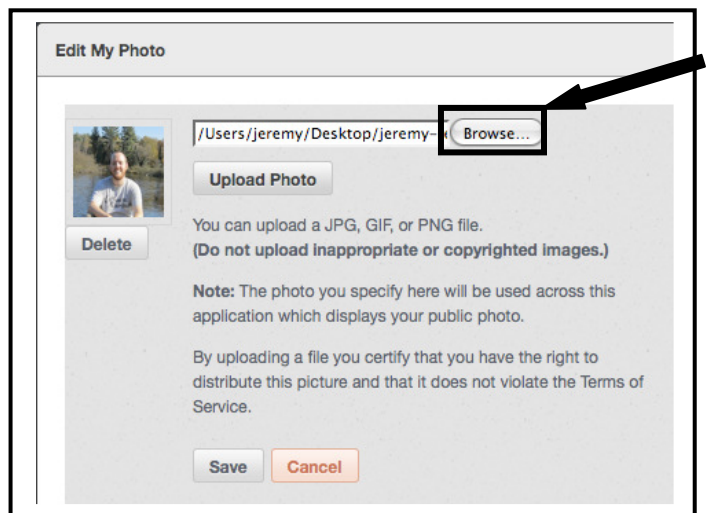

3.   In the Edit My Photo window, click the **Upload Photo** button and you will see your new public Profile photo displayed.

4. Once your change is complete, click the **Save** button to add your new photo to your profile.
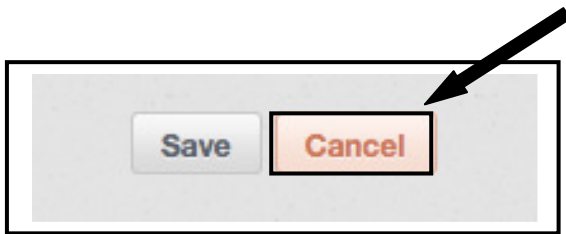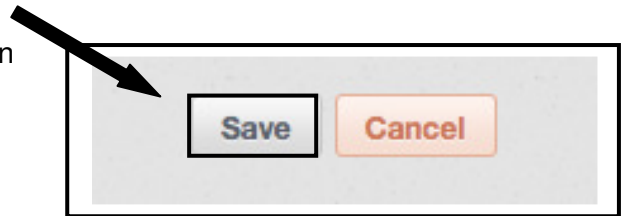
5. To cancel your profile photo change, click the **Cancel** button. Your photo change will not be saved.

6. To delete your current profile photo, click the **Delete** button under your existing profile photo. Your image will be removed from your profile permanently.
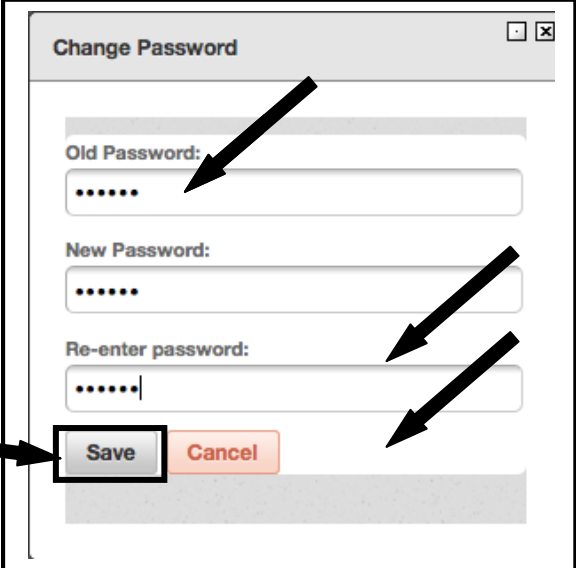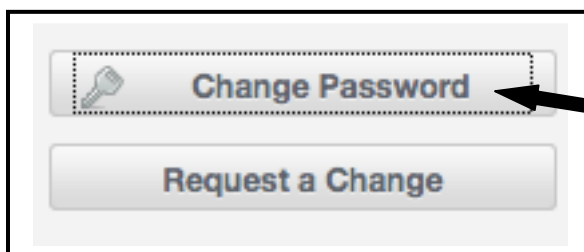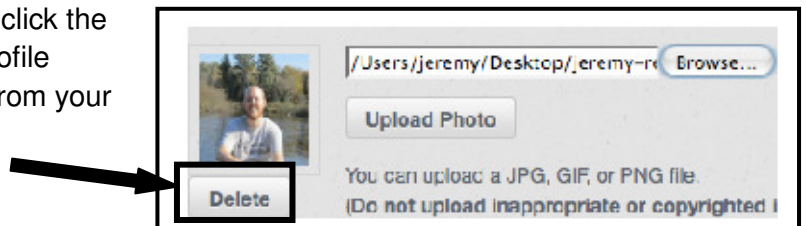
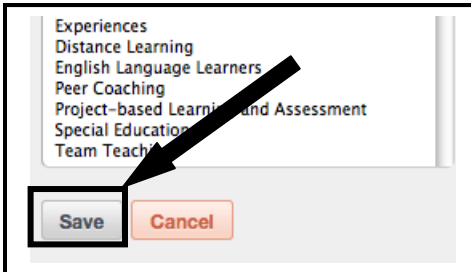7. To Change Your Password, click the **Change Password** button located to the right of your profile information.

8. A **Change Password** window will open. In the Change Password window, type your existing CSCOPE password. Next, type in your new password, and then re-enter your new password. Click the **Save** button.

    Note: If you need assistance changing your password, please contact our help desk support team.

9. Once all of your desired changes have been made, scroll to the bottom of the screen and click the **Save** button.