

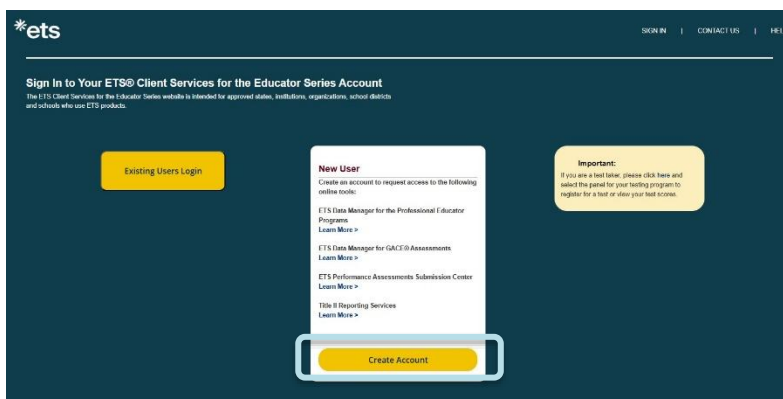
ETS Data Manager Access

ETS Data Manager offers access for State Licensing Agencies, National Licensing Agencies, Educator preparation programs, and school districts that administer assessments for paraprofessional candidates. Test takers do not access the ETS Data Manager. Test takers access their scores through [their individual Praxis account](#) and can get assistance by contacting our [Customer Service team](#). Access to the ETS Data Manager requires an account and permission to access services. Before creating an account, please be sure to review the information on service descriptions and access levels.

Access is provided through the ETS Client Services portal. The link is available from the [ETS Data Manager page](#) on the Praxis Website.

Creating an Account: New Users

If you do not have an existing ETS Client Services account to access Title II Reporting Services or another one of ETS Data Manager services, you will need to create an account. Proceed to the Sign-in page and click the Create Account.



Create An Account: User Information

On the Create an Account (Part-I) screen please enter the required contact information using your employing institution or agency's information. An asterisk (*) indicates a required field. When finished click the Continue button.

Create An Account: Account Type and Services

On the Create an Account (Part-II) screen you will need to select your type of account

- **State or National Agency accounts** are available for members of a state licensing agency or national association (such as ASHA). Select the radio button for State or National Agency. Select your state from the State drop-down box and your agency name from the Institution or Organization drop-down box.
- **Institution or Organization accounts** are available for educator preparation programs (EPPs) and other similar organizations. Select the radio button for Institution or Organization. Select your state name from the State drop-down box and then select your institution or organization's name from the Institution or Organization drop-down box.

Create an Account (Part-II)
Individuals from approved ETS institutions, organizations, or states can create an ETS Client Services account and request access to the services listed below. If you do not see your organization contact a [Client Services Administrator](#).

* Required field

* Type of Account: ☐ State or National Agency ☒ Institution or Organization

* Select your Organization/State: New Jersey
Institution or Organization: Princeton University(2672)
Page will refresh with available services for the Institutions, after you select the Institution.

* Select the service(s) you would like to access:

Service: ☐ Title II Reporting Services ☐ Primary ☐ Secondary

Account Type: (for Institutions/ Organizations only)
Primary User option is not available when a Primary User currently exists for the Institution/Organization and Service selected. To replace a Primary User, please email TLClientServices@ets.org.

ETS® Data Manager for the Professional Educator Programs

☐ Quick and Custom Analytical Reports [more](#) ☐ Primary ☐ Secondary

☐ Test Taker Score Reports [more](#) ☐ Primary ☐ Secondary

☐ Test Taker Score Reports via Web Service (Server to Server Connection) [more](#) ☐ Primary ☐ Secondary

☐ Roster of Attending Students [more](#) ☐ Primary ☐ Secondary

Check the box on the left to select service(s) for which you are requesting access and if required, indicate the administrative role, Primary or Secondary. If the radio button for Primary User is grayed-out, this means there is already a Primary User approved for your institution or organization. Please take care to request access to required services.

Create User Name and Password Screen

The Create Username and Password page asks you to create a username and password as well as set your security question. An asterisk (*) indicates a required field. Please be sure that both your username and password meet the guidelines posted on the page. Read the Site Use Agreement and provide your consent by checking the box. You can print a copy of this Agreement from this page if you wish.

Create User Name and Password

* Required field

* User Name: User Name must be between 6 and 16 characters (letters and/or numbers only).

* Password: Passwords must:

1. Not be one of the 5 previous passwords.
2. Not contain more than two consecutive characters from the user's account name or parts of the user's full name.
3. Be at least eight characters in length.
4. Contain characters from three of the following four categories:
 - a. Uppercase letters (A through Z)
 - b. Lowercase letters (a through z)
 - c. Numbers (0 through 9)
 - d. Non-alphabetic characters (for example, !, \$, #, %)

* Re-enter Password:

If you forget your user name or password, you will be asked to respond to your security question to verify your identity.
Select a question and answer below.

* Security Question:

* Security Answer:

User names must be unique. If you receive an error message, try adding additional letters or numbers to your choice of a user name. If you still are having issues, please reach out to PEPDataManager@ets.org.

Once you have submitted your information, your request will be forwarded to either the ETS Administrator or the Primary User for the service for review. Once approved, you will receive a confirmation email. Proceed to the website and enter the user name and password created during the sign-up process.

Existing Account Holders

If you already have an ETS Client Services account to access Title II Reporting Services or another one of ETS Data Manager services, you only need to request to have additional services added to your account. Click the Returning Users button on the ETS Client Services portal and enter your current user name and password.

ets SIGN IN | CONTACT US | HELP

Sign In to Your ETS® Client Services for the Educator Series Account
The ETS Client Services for the Educator Series website is intended for approved states, institutions, organizations, school districts and schools who use ETS products.

Existing Users Login

New User
Create an account to request access to the following online tools:

- ETS Data Manager for the Professional Educator Programs [Learn More >](#)
- ETS Data Manager for GACE® Assessments [Learn More >](#)
- ETS Performance Assessments Submission Center [Learn More >](#)
- Title II Reporting Services [Learn More >](#)

Create Account

Important:
If you are a test taker, please click here and select the panel for your testing program to register for a test or view your test scores.

Once signed into your account, click the Add Services button in the lower left corner of the ETS Client Services Home page.

ETS® Client Services for Educator Licensure Home
Select an online service from the list of available options below.

Client Services

ETS® Data Manager for the Professional Educator Programs

- Quick and Custom Analytical Reports

Manage Profile

- Change Contact Information
- Change Password

Request Access to More Services
Add Services

Contact Us

If you have questions pertaining to creating an account, adding a service, or logging in to ETS Client Services for Educator Licensure, please email TLClientServices@ets.org. If you have questions pertaining to the ETS Data Manager for the Professional Educators Program, please email PEPDataManager@ets.org.