



William Lowell PUTNAM Mathematical Competition

Supervisor's Guide to Registering Students

NEW: Supervisors will need to invite Participants to the Putnam Student Registration form through a personalized, unique link. Follow the steps below:

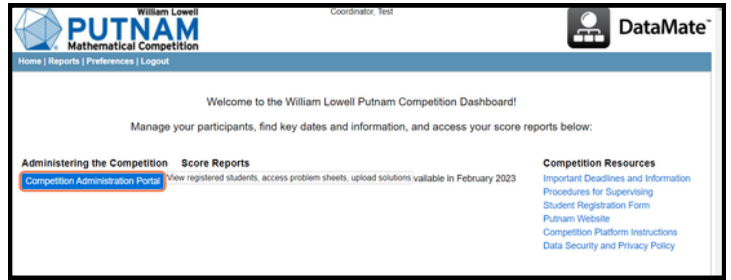
Step 1: Log in to putnam.edvistas.com

If this is your first time logging in to this system or you forgot your password, follow the steps in 1a below.

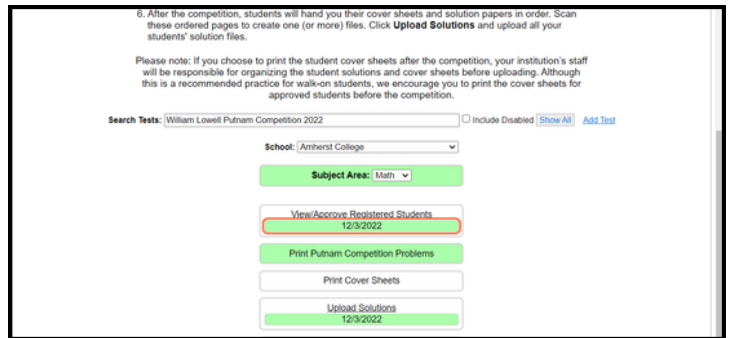
*Step 1a: If this is your first time logging in to this system or you forgot your password, click "First-time login or forgot your password?"

Next, type the email address used to register as a Putnam supervisor and click 'Email Me.' You will receive an email to reset your password.

Step 2: Click 'Competition Administration Portal'

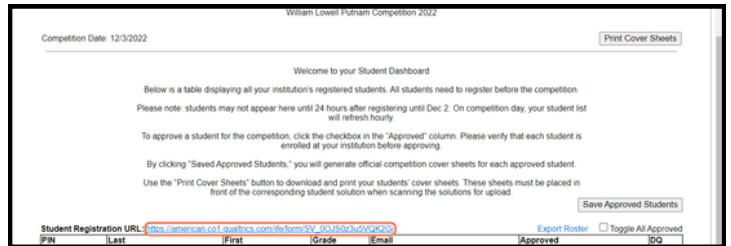


Step 3: Click 'View/Approve Registered Students'



Step 4: Copy the Student Registration URL and share it with your students.

This URL is unique to your institution, so it is imperative that you share it with your students either through email, course website, or listserv.



Step 5: As each student registers, their information will appear in the table on the 'View/Approve Registered Students' webpage.

Click the 'Approved' checkbox and 'Save Approved Students' to allow students to take the Putnam competition. If you do not click the 'Approved' checkbox, the system will not generate barcoded answer sheets for the student.

Save Approved Students							
Student Registration URL: https://american.co1.qualtrics.com/jfe/form/SV_0QJS0z3u5VQK2Gj						Export Roster	<input type="checkbox"/> Toggle All Approved
PIN	Last	First	Grade	Email	Approved		
			UG		<input checked="" type="checkbox"/>	(Complete)	