



Supervisor's Guide to Registering Students

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.

A screenshot of the "Staff Login" page. The page has a blue header with the "EV" logo, a geometric polyhedron, and the text "William Lowell PUTNAM Mathematical Competition". The main content area is white. It contains a "User ID" field with the text "testcoord2@maa.org", a "Password" field with asterisks, and a "First time login or forgot your password?" link. Below these is a "LOGIN" button. At the bottom, there is a note: "If this is your first time accessing the system, please use the 'Forgot your Password?' link to establish your password."

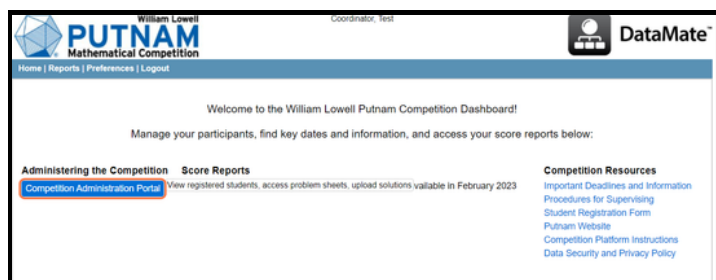
*Step 1a: If this is your first time logging in to this system or you forgot your password, click "First-time login or forgot your password?"

A screenshot of the "Staff Login" page, identical to the previous one, but with the "First time login or forgot your password?" link highlighted by a red rectangular box.

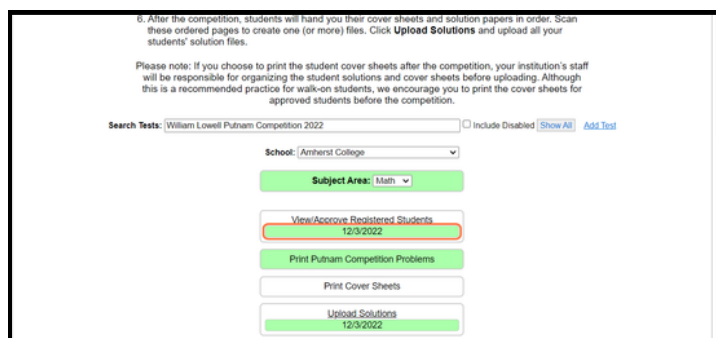
Next, type the email address used to register as a Putnam supervisor and click 'Email Me.' You will receive an email to reset your password.

A screenshot of the "Staff Login" page. The "User ID" and "Password" fields are empty. The "First time login or forgot your password?" link is highlighted with a red box. Below it is an "EMAIL ME." button. At the bottom, there is a link that says "Back to Login section".

Step 2: Click 'Competition Administration Portal'

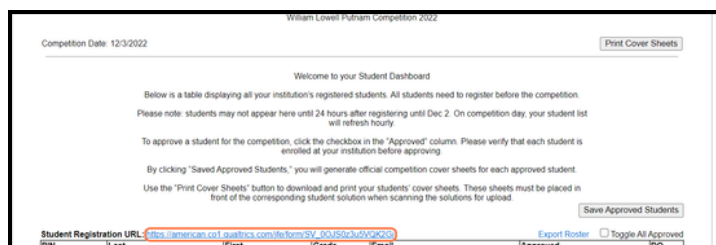


Step 3: Click 'View/Approve Registered Students'



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						
PIN	Last	First	Grade	Email	Approved	
			UG		<input checked="" type="checkbox"/>	(Complete)



Student Registration Guide

For Students:

Step 1: Get the Student Registration URL from the Putnam supervisor at your institution. This URL is specific to your institution - the URL from another school will be useless to you.

Step 2: Fill in and submit the registration form.

Step 3: Confirm with your Putnam supervisor the scheduled location for the Putnam competition.