

Oregon Extended Training and Proficiency Website How to Update Your Email Address

Question:

I am a returning user and my e-mail address changed since last year. How do I update my email address on the Oregon Extended Training and Proficiency Website?

Answer:

Please **DO NOT** register for a new account because your email address changed, as you will create a duplicate account that will not be connected to your user history.

To update your email address, log in to the main registration page at <https://or.k12test.com/> using your **OLD** email address and password. If you do not remember your password, contact the helpdesk (orexextended@k12test.com) to be assigned a temporary password.

 OR K12Test.com

Welcome Oregon Teachers!

If you were a Qualified Assessor or Trainer last year, please log in with your email address and password from last year. If you are a new user to the site, or you did not retain your Qualified Assessor or Trainer status last year, you must [Create a New Account](#) as a new user.

This web site provides training and proficiency for Assessors to administer the Oregon Extended Assessment. If this is your first visit to this site, please view the [System Requirements](#) and then click on the 'Create New Account' button to sign up to use the system. The State of Oregon ODE maintains a [website](#) with important information regarding this assessment.

For further instructions on access, creating an account, resetting passwords, or updating email addresses, see the [ORExt Training and Proficiency Site Access Instructions](#) document, and [ORExt Onboarding](#) overview.

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, religion, sex, sexual orientation, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction with the Oregon Department of Education. <http://www.oregon.gov/ode/>

* Email: [\(Has yours changed?\)](#)

* Password:

Login »

[Reset Password](#)

Create New Account »

Home | [About](#) | [Contact](#) | [System Requirements](#) | [Terminology](#) | [Practice Tests](#) | [Login](#) | [Register](#)

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Once you have accessed the system, go to your Account page, located in the upper right-hand corner of the menu bar. On the Account page, click on one of the two "Change Email" buttons.

← → ↻ or.k12test.com/teachers/auth/account 🔍 ☆ 👤 ⋮

OR K12Test.com Home Training Proficiency Student Details - Materials Admin - Account -

Your Oregon Extended Account

Sev Tindal **Qualified Trainer**

Account Information

Email: stindal@uoregon.edu [Change Email »](#)

* Current Password:

New Password (only if updating):

Retype New Password (only if updating):

Personal Information

* First Name:

* Last Name:

* Phone:

* Street Address:

* City:

* State:

* Zip:

District and School Information

Your District:

Your School:

[Update Account](#)

Here you can change any of the information associated with your account, except your email address. **You must enter your current password for any changes to take affect.**

[Change Email »](#)

Student Access:
Your district and school information has been verified by a trusted user. You should now be able to access your students.

Home | About | Contact | System Requirements | Practice Tests | Training | Proficiency | Materials | Admin | Account

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Enter your new email address and then click on the blue "Send Confirmation" button.

The screenshot shows a web browser window with the URL `or.k12test.com/index.php/teachers/auth/account?update_email`. The page has a dark navigation bar with the logo "OR K12Test.com" and several menu items: Home, Training, Proficiency, Student Details, Materials, Admin, and Account. The main content area is titled "Your Oregon Extended Account" and shows the user "Sev Tindal" as a "Qualified Trainer". On the left, there is a form with the current email "stindal@uoregon.edu" and a field for a new email, followed by a blue "Send Confirmation" button. To the right of the form, there is explanatory text about the email change process and a section titled "Student Access" stating that district and school information has been verified. The footer contains a list of links (Home, About, Contact, System Requirements, Practice Tests, Training, Proficiency, Materials, Admin, Account) and a copyright notice for 2021 Behavioral Research and Teaching.

← → ↻ or.k12test.com/index.php/teachers/auth/account?update_email

OR K12Test.com Home Training Proficiency Student Details Materials Admin Account

Your Oregon Extended Account

Sev Tindal **Qualified Trainer**

Current Email: stindal@uoregon.edu

* New Email:

Send Confirmation »

In order to change your emails address, we first need to confirm that we can send emails to your new address. Please enter your new email address below, then click Send Confirmation.

Student Access:
Your district and school information has been verified by a trusted user. You should now be able to access your students.

[Home](#) | [About](#) | [Contact](#) | [System Requirements](#) | [Practice Tests](#) | [Training](#) | [Proficiency](#) | [Materials](#) | [Admin](#) | [Account](#)

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As long as the email you entered is a working account, the system will send you a confirmation email and then connect your user history with your new email address.

If you have any problems completing this task, please contact our HelpDesk at: orextended@k12test.com or go to <https://orext-new.helpscoutdocs.com/>