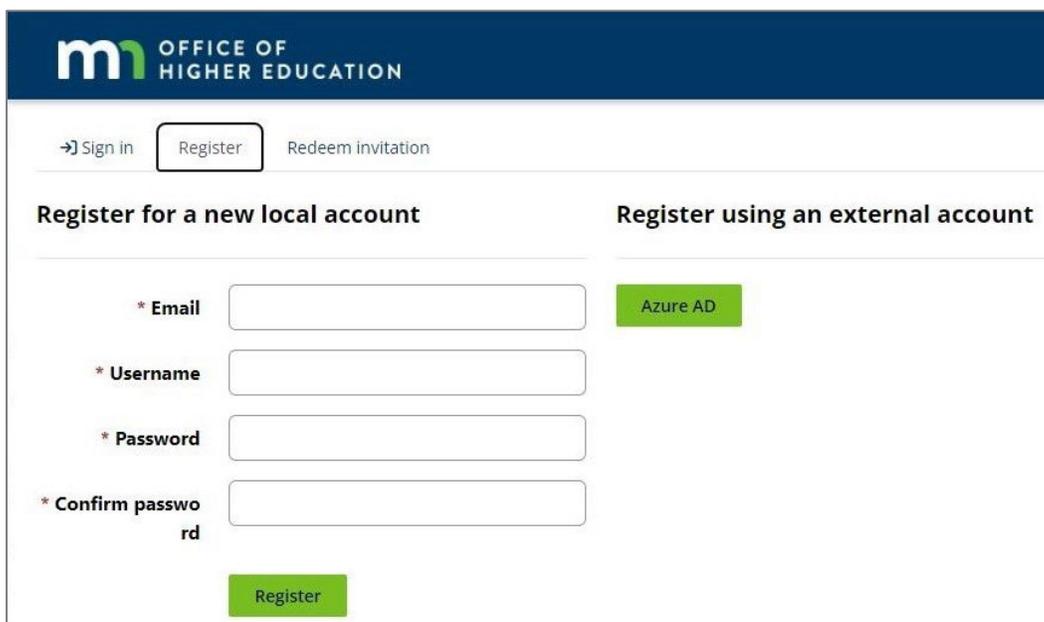


## How to Create a School User Account for the Aspiring Teachers of Colors Scholarship Pilot Program

1. Go to <https://mnohe.powerappsportals.com/SignIn?returnUrl=%2FAspiring-Teachers-of-Color%2F> and select the “Register” tab to create an account.



2. Enter the email address, username, and password. Then hit REGISTER. *Please note:* The email provided will be the primary contact that communication will be sent to.
  - a. If you are not able to create an account, please email Program Administrator at [Diamee.xiong.yang@state.mn.us](mailto:Diamee.xiong.yang@state.mn.us).
3. On the profile screen, click on CONFIRM EMAIL and then check your email for the “Confirm your account” notice. Click on the link provided in the notice to complete your registration.



# Profile



Diamee Xiong Yang

Profile

Security

- Change password
- Change email
- Manage external authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

✔ Your email has been confirmed successfully. ✕

### Your information

<b>First Name</b> Diamee	<b>Last Name *</b> Xiong Yang
<b>E-mail *</b> <a href="mailto:diamee.xiong.yang@state.mn.us">diamee.xiong.yang@state.mn.us</a>	<b>Business Phone</b> Provide a telephone number
<b>Organization Name</b> MN Office of Higher Education	<b>Title</b> State Program Administrator

4. You will be directed to the profile page. Input your information and click on UPDATE at the bottom of page to complete registration.
- a. Enter College or University Name in the “Organization Name” field.
  - b. Select “Email” as method of contact.

**How may we contact you? Select all that apply.**

- Email
- Fax
- Phone
- Mail

Update

**Important:** Program Administrator will grant you access to the Financial Data Form. If you still do not have access within 24 hours (*not including the weekends*), please email Program Administrator at [diamee.xiong.yang@state.mn.us](mailto:diamee.xiong.yang@state.mn.us).