


## How to Load Your Initial Writing Assignment

1. Wait until you receive your CSU, Chico campus ID before following the steps outlined below.
2. Go to the STEPS system: [https://steps.csuchico.edu/self\\_enroll.aspx?school=csuchico](https://steps.csuchico.edu/self_enroll.aspx?school=csuchico)
3. Select the term for which you are applying and enter your name, email address and CSU, Chico portal username as your username. Then click "Create Account." (It may take a little while before you see the next screen.)



**School:** [California State University, Chico](#)

Select the reason you wish to create an account.

Select	Account Reason	Description
<input checked="" type="checkbox"/>	MA in Education Initial Writing Assessment -- Fall 2015	Once you receive your Chico State portal username from the Office of Graduate Studies, use this option to submit your initial writing assessment to the School of Education's MA in Education program for admission in Fall 2015. Immediately after creating your account, you will be able to log into STEPS with your portal username and password and upload your file.
<input type="checkbox"/>	MA in Education Initial Writing Assessment -- Spring 2016	Once you receive your Chico State portal username from the Office of Graduate Studies, use this option to submit your initial writing assessment to the School of Education's MA in Education program for admission in Spring 2016. Immediately after creating your account, you will be able to log into STEPS with your portal username and password and upload your file.

Please do not create an account unless your account reason is described in the list above.  
If you are not sure whether you should create an account here, please email the STEPS Help Desk at [stepsteam@gmail.com](mailto:stepsteam@gmail.com) for assistance.


First Name:  Last Name:

Please provide the best email address for us to contact you. Username:

Email Address:

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4. Once your STEPS account has been created, you will be directed to the STEPS login page (<https://steps.csuchico.edu/login.aspx?school=csuchico>). Log in using **your portal username and portal password**. If you have any problems, click the "Email Help" link.



Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.

**School:** [California State University, Chico](#)

**Username:**


**Password:**

[First Time Users Click Here](#)

Forgot [Username](#) or [Password?](#) | [Email Help](#) | [Training Materials](#) | [Browser Compatibility](#)

**System Maintenance Window:**  
STEPS may be offline up to two hours beginning at 6:00 a.m. Pacific time on Wednesdays.

- Change the term to the one to which you are applying. Then upload your work by clicking "Upload." Follow the steps in the popups and submit your work.


Welcome, Test Student5. ([Log Out](#))  
California State University, Chico

[Home](#) | [Evaluations](#) | [Help](#)

[Change Password](#) | [Change E-mail](#)

Home

**Courses in STEPS (Fall 2015)** [\[Change Term\]](#)

**Sample Work For Test Student5**

**Student Upload Assignments:** Click the "Upload" button to upload your file. You are allowed to delete and reload files until they are released for evaluation.

**Faculty Upload Assignments:** Some assignments will require you to give permission outside of STEPS for a faculty member to upload your file. These assignments require no action on your part in STEPS. Other assignments will require you to use STEPS to give permission. For these assignments, click the "Permit" button to give permission for a faculty member to upload your file. You are allowed to retract your permission until the file is uploaded.

**No Upload Assignments:** Some assignments do not have files loaded into STEPS and require no action on your part.

**Viewing Evaluations:** If an evaluation assignment is complete and viewable to you, an 'eye' will appear in the "Evaluated" column. Click on the 'eye' to view your evaluation.

Course - Section	Required Work	Assignment File	Delete	Evaluated
MA-EDUC 100 - 01	<a href="#">Initial Writing Assessment</a>	<a href="#">Upload</a>		
			<a href="#">Delete</a>	

When you return to your home page, you will see that your file has been loaded. If you want to change the file before the due date, you can delete and reload it.

**Sample Work For Test Student5**

**Student Upload Assignments:** Click the "Upload" button to upload your file. You are allowed to delete and reload files until they are released for evaluation.

**Faculty Upload Assignments:** Some assignments will require you to give permission outside of STEPS for a faculty member to upload your file. These assignments require no action on your part in STEPS. Other assignments will require you to use STEPS to give permission. For these assignments, click the "Permit" button to give permission for a faculty member to upload your file. You are allowed to retract your permission until the file is uploaded.

**No Upload Assignments:** Some assignments do not have files loaded into STEPS and require no action on your part.

**Viewing Evaluations:** If an evaluation assignment is complete and viewable to you, an 'eye' will appear in the "Evaluated" column. Click on the 'eye' to view your evaluation.

Course - Section	Required Work	Assignment File	Delete	Evaluated
MA-EDUC 100 - 01	<a href="#">Initial Writing Assessment</a>	<a href="#">Initial Writing Assignment Example.docx</a>	<input type="checkbox"/>	
			<a href="#">Delete</a>	