Perform System

https://jordandistrict.tedk12.com/sso/Account/Login

Logging In

1. Access Perform by going to https://jordandistrict.tedk12.com/sso/Account/Login.
2. Click on the "Logging in for the first time?" to create a password.
3. Once a password has been created, login to Perform with the following.
   Username: first.last name
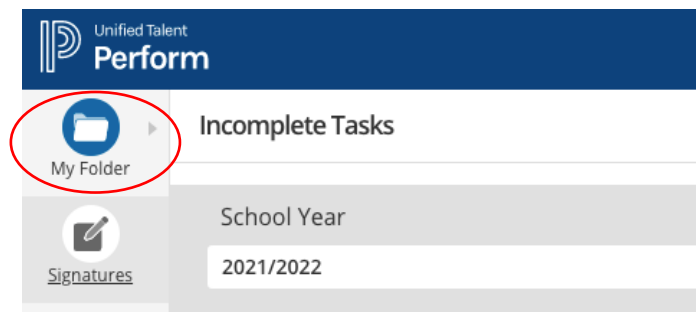   Password: the one just created

Uploading Evidence

1. Login to Perform.
2. Click on the 'My Folder' icon in the upper left-hand corner.

3. From the drop down select 'Evidence.'
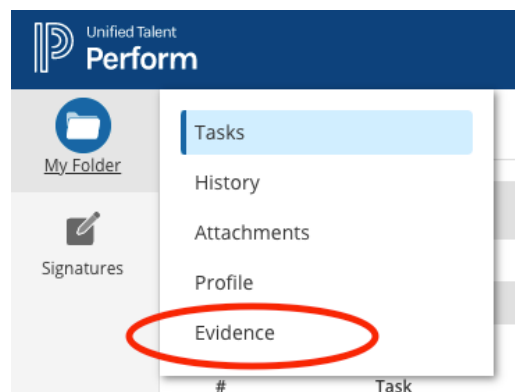
4. Scroll to the bottom of the 'Evidence' page and find the 'Add Artifact' button.

5. Complete the 'Add Artifact' box with the required information and then click 'Save Artifact.' Remember to explicitly title each piece of evidence so evaluators can easily access the artifact. Choose to either upload a file or provide a URL.