**District Leader**

**Step 1: Create Account** (Every district leader will have their own unique log-in)

1. Go to sapp.missouripd.org.
2. Click “Register” (top right corner).
3. Enter your full name.
4. Enter your district or work-provided email.\*
5. Choose a password (8 characters minimum).
6. Select district leader as your role.
7. Select your RPDC.
8. Select your district.
9. Click “Sign Up.”

\*A confirmation email will be sent to the address you provided and you will be asked to confirm your account to complete your registration. You may also need to check your Spam folder for the confirmation email.

**Step 2: View Building Reports**

1. In the box, the data for buildings in your district is shown. Make sure it is correct. Building reports are only visible if Building Leaders have shared the report by clicking on the “Share Building Report” button in the building leader’s account.
2. Click on the report you want to view.
3. You will see the combined data dashboard for all teachers included in the building report.
4. At the bottom, you can click on a teacher (e.g. “John Smith Collaborative Teams Practice Profile”) to see that individual practice profile.
5. Click “Back” to go back to the home page.