

Illinois Personal Finance Challenge

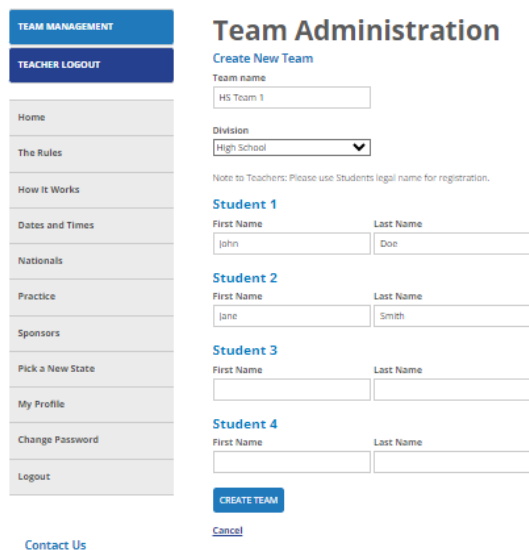
A Simple Guide to Creating Student Teams

Step 1) Create Your Teams

When you first open the [teacher portal](#), it will look like this.



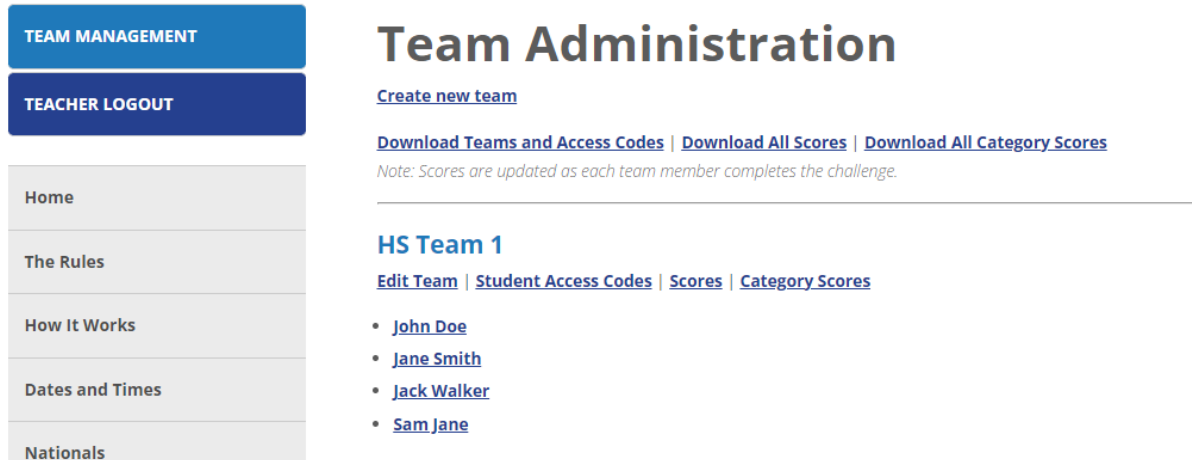
Select “Create New Team.” On the next page, enter your students’ first and last name, as well as what division they will be competing in (Middle School or High School). Teams must contain at least 3 students, but no more than 4 students.



Click “Create Team.” You will be redirected back to the teacher portal.

Step 2) Getting Student Access Codes

For students to participate, they must use an access code you provide them with. You can find these access codes by either a) downloading a CSV file of all students you have registered, or b) viewing the codes for just one team on the website.



The screenshot shows the 'Team Administration' interface. On the left is a navigation menu with links: Home, The Rules, How It Works, Dates and Times, and Nationals. Above the menu are two buttons: 'TEAM MANAGEMENT' (blue) and 'TEACHER LOGOUT' (dark blue). The main content area is titled 'Team Administration' and includes a 'Create new team' link. Below this are three links: 'Download Teams and Access Codes', 'Download All Scores', and 'Download All Category Scores'. A note states: 'Note: Scores are updated as each team member completes the challenge.' A horizontal line separates this from the 'HS Team 1' section, which has links for 'Edit Team', 'Student Access Codes', 'Scores', and 'Category Scores'. A bulleted list of team members follows: John Doe, Jane Smith, Jack Walker, and Sam Jane.

To download the codes for all students, you should click “Download Teams and Access Codes,” located under “Create New Team.”

To download or view the codes for just one team, select “Student Access Codes,” which is located next to “Edit Team.”

Step 3) Student Access

Students will have access to the testing portal during the testing window. Refer to the [Dates and Times page](#) for current testing windows.

Students should go to the Finance Challenge Website, and then select “[Student Access](#)” on the left-hand side. There, they will log in with their access code and take the assessment.