Below is a template which programs can use to prepare students for the new PAEA Assessment Center. Students will be required to set up new accounts for the Assessment Hub, which they will use to access their score reports and review and agree to the PAEA Student Terms of Service.

You can adapt this email template however you like as long as the critical pieces of information about policies and account setup are included.

\*\*When: Before August 22

SUBJECT: New PAEA Assessment Center Preparations

On Tuesday, August 22, 2023 PAEA is launching a new assessment platform for PAEA exams including PACKRAT, End of Rotation, and End of Curriculum exams <**NOTE TO PROGRAMS**: Customize for whichever exams you use>. Beginning on August 22, you will receive an email from [exams@PAEAonline.org](mailto:exams@PAEAonline.org) asking you to confirm your account for the PAEA Assessment Hub. PAEA will be sending these out in waves. If you haven’t received your confirmation message by Friday, please reach out to us. This website (<https://assessmenthub.PAEAonline.org>) and your account will be used to review and download your score reports. Please click the link in that email and set your password as soon as possible. Please note that the link will expire in five days from when it is received.

Here are the password requirements:

* More than six characters
* Contain at least one letter, number, and non-alphanumeric character
* Case sensitive, containing one upper-case and one lower-case letter

When you click the link, you will also be asked to agree to the [PAEA Student Terms of Service](https://paeaonline.org/wp-content/uploads/2023/04/Terms-of-Service-for-PAEA-Assessment-Exams-and-the-PAEA-Assessment-Hub.pdf). This agreement outlines your responsibility to secure your account, as well as the terms and conditions of taking PAEA exams—confidentiality of content and taking the exam honestly. These are an agreement with PAEA in addition to our program’s requirements for academic integrity, so please review and take it seriously. You are required to review these terms and agree to them before you can confirm your account.

Thank you,

<faculty or staff>