

## Setting up Your Noodletools Account

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Noodletools accounts are reset every year and therefore must be recreated every year.

To create a Noodletools account, the following steps must be performed **in school**.

Once created, you may access your account by going to [www.noodletools.com](http://www.noodletools.com) and clicking on "Current Users: Sign in"

1. Go to Start - Media Center Resources and Databases – NoodleTools or go to Noodletools.com
2. Click on "Current users: Sign in" which is located on the top right hand corner of the page
3. From the Noodletools Sign In page click on the link that says "Create a Personal ID"
4. Click on the circle next to "I am a student or library patron".
5. Pick your School from the drop down menu (next to where it says "School/Location")
6. In the box that says "Expected Year of Graduation" pick the year that you will graduate from your current grade.
7. Example: if the school year is 2012 – 2013, pick the year 2013.
8. In the box that says "Personal ID", type in the same username that you use to log onto the school's computers (i.e. jsmith3), then click on "Check Availability".
9. If it comes up with an error (in red), see your Media Specialist/Teacher for help.
10. In the box that says "Password", type in the same password that you use to log on to the school's computers and then type it again in the "Retype Password" box.
11. In the box that says "Initials", type in your first and last initial.
12. In the box that says "Phone", type in the last 4 numbers of your **HOME** phone number. (If you don't have a home phone number, type in the numbers "1234").
13. Then click on "Register"
14. You have now created an account on Noodletools!

## How to Create a New Project & Share with a Teacher

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Each time you start a new research project you will want to create a new project

1. After logging in, click on "Create A New Project"
2. Choose a Citation Style:
3. Select MLA Junior
4. Type in a Description: your research topic (i.e. Gun Control paper)
5. Click on "Create Project"
6. This will bring up your "Dashboard"
7. On your dashboard locate the row titled "Sharing" and click on the "Share Project with a teacher's drop box" link.
8. Under the Assignment Drop Box type in your teacher's last name (ex. Smith) and select the correct period (ex. Smith Period 2). If you do not know the name of your teacher's drop box, ask your teacher.
9. Click on "Share Project" and check marks should appear on your dashboard