



Guide to Using the Putnam Portal

Logging In

A screenshot of the "Staff Login" page on the Putnam Portal. The page has a blue gradient background. At the top, there are logos for "EV Educational Vistas, Inc." and the "William Lowell PUTNAM Mathematical Competition". The login form is a white box in the center. It has a title "Staff Login". Below it are two input fields: "User ID" and "Password". Under the "Password" field, there is a link that says "First-time login or forgot your password?". Below this link is a black "LOGIN" button. At the bottom of the form, there is a note: "If this is your first time accessing the system, please use the 'Forgot your Password?' link to establish your password." The link in the screenshot is circled in red.

If you haven't already, please visit putnam.edvistas.com to create your login credentials. As a first-time user, simply click the 'First-time login or forgot your password?' prompt under the 'Password' field and enter the email address you used during Putnam registration. Follow the instructions in the subsequent email to set your password and log in with your new credentials.

If you do not see the password reset email in your inbox, please check your firewall and whitelist the domain **edvistas.com**.

The Putnam Portal's Main Dashboard At a Glance

**PUTNAM**
William Lowell
Mathematical Competition

Coordinator, Test

DataMate™

Home | Reports | Preferences | Logout

Welcome to the William Lowell Putnam Competition Dashboard!

Manage your participants, find key dates and information, and access your score reports below:

Administering the Competition
[Competition Administration Portal](#)

Score Reports
Score reports and the Announcement of Winners will be available in February 2024

Competition Resources
[Important Deadlines and Information](#)
[Procedures for Supervising](#)
[Putnam Website](#)
[Data Security and Privacy Policy](#)

Administering the Competition

Access your student registration link, registered student roster, administration materials, and uploads page.

Score Reports

View your students' score reports when they become available.

Competition Resources

Learn more about supervision procedures, important deadlines, and the new portal with the aid of informative guides.

Competition Administration Portal

Year: Competition:

School:

[View/Approve Registered Students](#)
12/2/2023

[Print Putnam Competition Problems](#)

[Print Cover Sheets](#)

[Upload Solutions](#)
12/2/2023

[Upload History](#)
12/2/2023

View/Approve Registered Students

This page contains the unique registration link for students at your institution that you will distribute to all interested and eligible participants via a class website, email list, etc.

As students register, they will appear in the roster list on this page. After verifying their eligibility to participate, you can approve their registration by clicking the checkbox in the 'Approved' column next to their name and clicking 'Save Approved Students.' You may also click the 'Toggle All Approved' box at the top to approve all students at once.

Once you've approved your students in the portal, the Putnam portal will automatically generate barcoded cover sheets for each student. You can download individual sets of cover sheets using the link in each row of your roster, or download them for all students at once using the button in the upper right corner of this page.

Print Cover Sheets/Problems

You can also click on 'Print Cover Sheets' to automatically download a PDF containing cover sheets for all approved students from your browser, which are ready for printing. These sheets must be placed in front of the corresponding student solutions while scanning the solutions for upload.

Beginning at 8 am ET the day of the competition, you may print the problems. Click on 'Print Putnam Competition Problems' to access this year's competition problems. Print a set of Session A Problems and Session B Problems for each student participating in the competition. Place the Session A Problems and Session B Problems immediately into separate envelopes and keep these materials secure until the corresponding exam sessions.

Upload Solutions/Upload History

Click 'Upload Solutions' to initiate the process of uploading your scanned student solutions after the competition. You may upload all solutions in a single document.

Click 'Choose Files' to select the relevant file, then click 'Open.' You must then click the 'Upload' button to complete the process. You can check the 'Upload History' page to confirm that the upload was successful.

Please ensure that all scans are submitted no later than the deadline in the Instructions for Putnam Supervisors.