Register Computers

This document provides a step-by-step tutorial on how to **Register a Computer** as a testing station. Registering computers is a one-time occurrence. A certified coordinator is responsible for completing or overseeing these steps at each site.

1) Go to: [https://etestsonline.org/](https://etestsonline.org/)

2) Click **Register this computer**.

3) Click **Run**.
   
   a. The CASASTests.exe file establishes connection with the online system.
   b. You may be prompted to click **Run** a second time depending on your browser settings.
   c. **Wait** for program to load.
Note! Some browsers present the image displayed at the left. Click Run and wait for the program to load.

STATION MANAGEMENT

First person initiates registration

4) Coordinator enters user credentials.
   a. Agency ID
      i. Provided by CASAS.
   b. User
      i. Use e-mail address.
   c. Password
      i. Provided by Agency.
      ii. Provided by CASAS only for ET Basic and TE Enhanced users.

5) Click Login

STATION REGISTRATION

6) Select Site
   a. Name, campus, or building location of machine(s).
      i. Set-up by CASAS from submission of Online Site Agreement.
7) Enter Lab name.
   a. Room location of machine(s).
   b. Established by Agency.

8) Enter Station Name
   b. Established by Agency.

   *Note*! Station Registration information such as the machine’s MAC address is recorded on the hosted server.

9) Click Register
Another user must confirm this registration!

10) Click OK

Second person validates registration

11) Proctor (or second coordinator) enters user credentials.

a. Agency ID
   i. Provided by CASAS.

b. User
   i. Use e-mail address.

c. Password
   i. Provided by Agency.
   ii. Provided by CASAS only for ET Basic and TE Enhanced users.

12) Click Login

The Station Registration remains “Pending” until the second person validates the registration.

13) Proctor (or second coordinator) clicks Register

*Note!* The second person should only click “Register.” No registration information should be changed.
Station registered!

14) Click **OK**

15) Click **Exit** at far right of browser window.

- **Note!** To ensure test security, the **Refresh** button displays until the proctor:
  1. Signs in to Application Management **AND**
  2. Starts the testing session.

- **Important Note!** Confirm that the computer clock (date and time) is synchronized with an Internet **time server** on all stations. An on-screen warning will display when the program launches if the online system detects a time difference between the station and the Internet **time server**. For directions on fixing time differences; refer to **Clock Synchronization** (Appendix C).