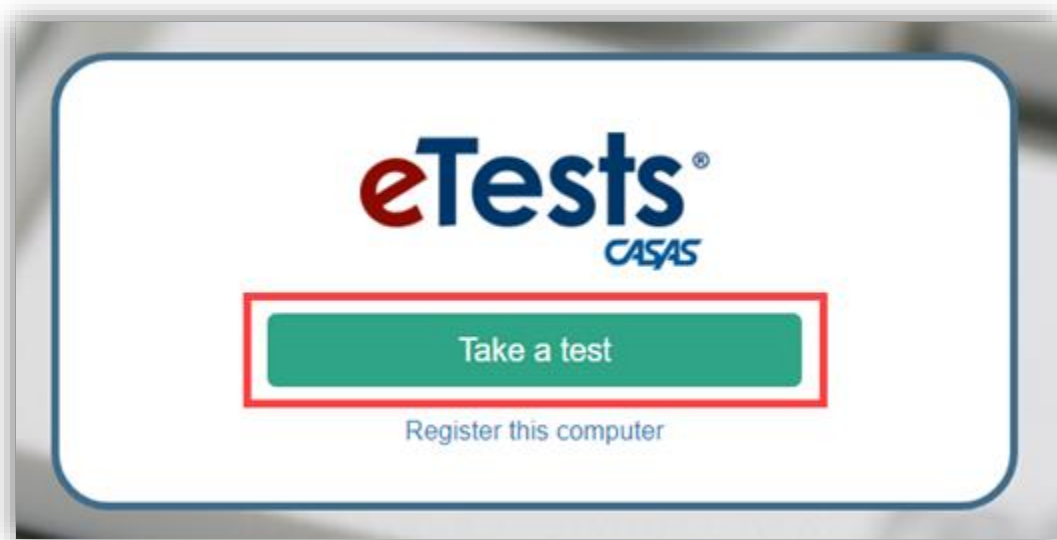


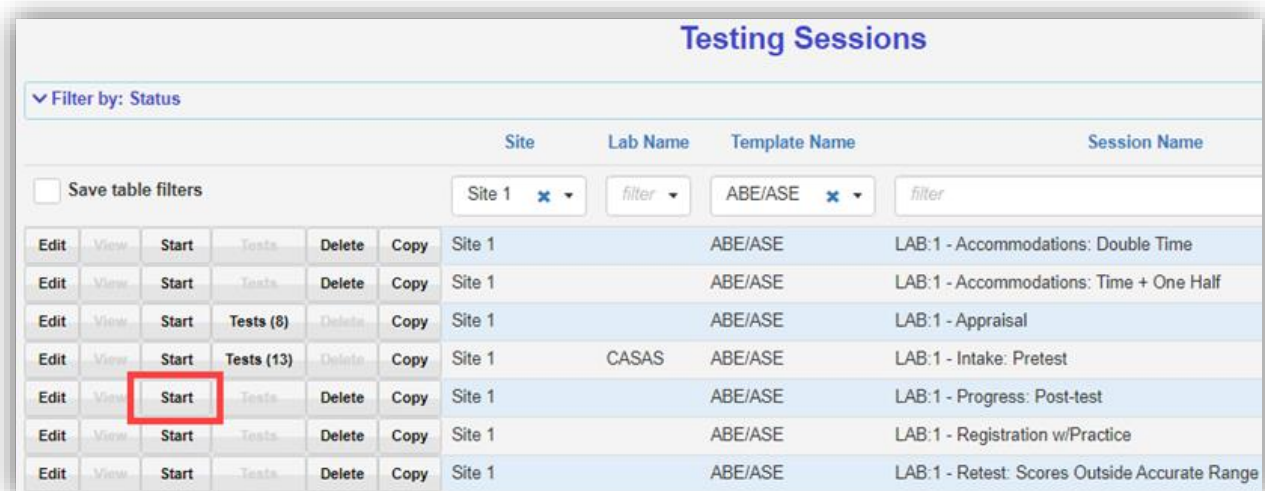
Register Testing Stations Remotely

eTests requires registration of the device used to administer a test. To complete this process with a test taker who is located off-site, proctors use a 6-digit code generated in the eTests website.

- If the test taker is using an **iPad** to take the test, then [install the eTests app](#) first before proceeding to register the device. The eTests Online iPad Installation Guide linked above walks you through the steps to set up Apple's Guided Access Mode to secure the test.
- If the test taker is using a **Chromebook** to take the test, then [install the eTests app](#) first before proceeding to register the device. This app must run in a special kiosk mode, which needs to be set up by the Chromebook's [owner user](#). To discuss issues surrounding Google licensing and using agency-owned devices versus devices owned by the test takers, contact techsupport@casas.org.
- If the test taker is using a **Windows 10** device to take the test, then direct them to the eTests Online website. Use the same server URL you use as a proctor to access the Application Management page for starting testing sessions. Tell the test taker to click the "Take a test" button and then run the secure browser file that downloads.

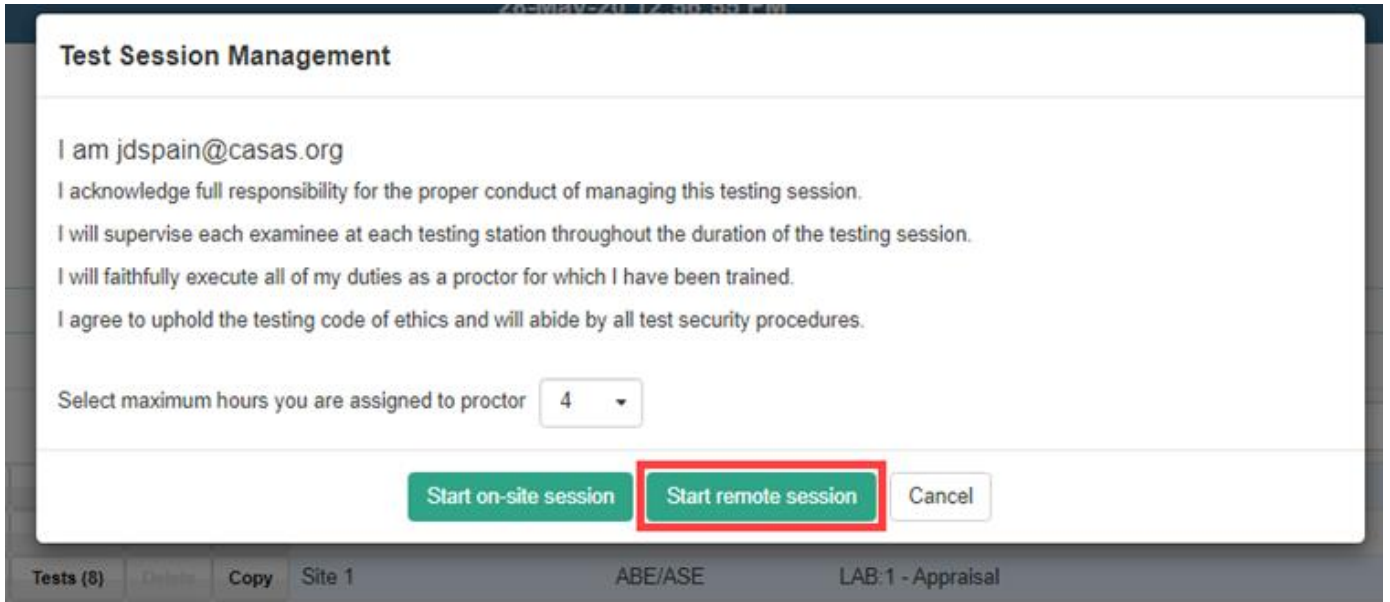


1. Log in to the eTests Online website and start the testing session you wish to use.

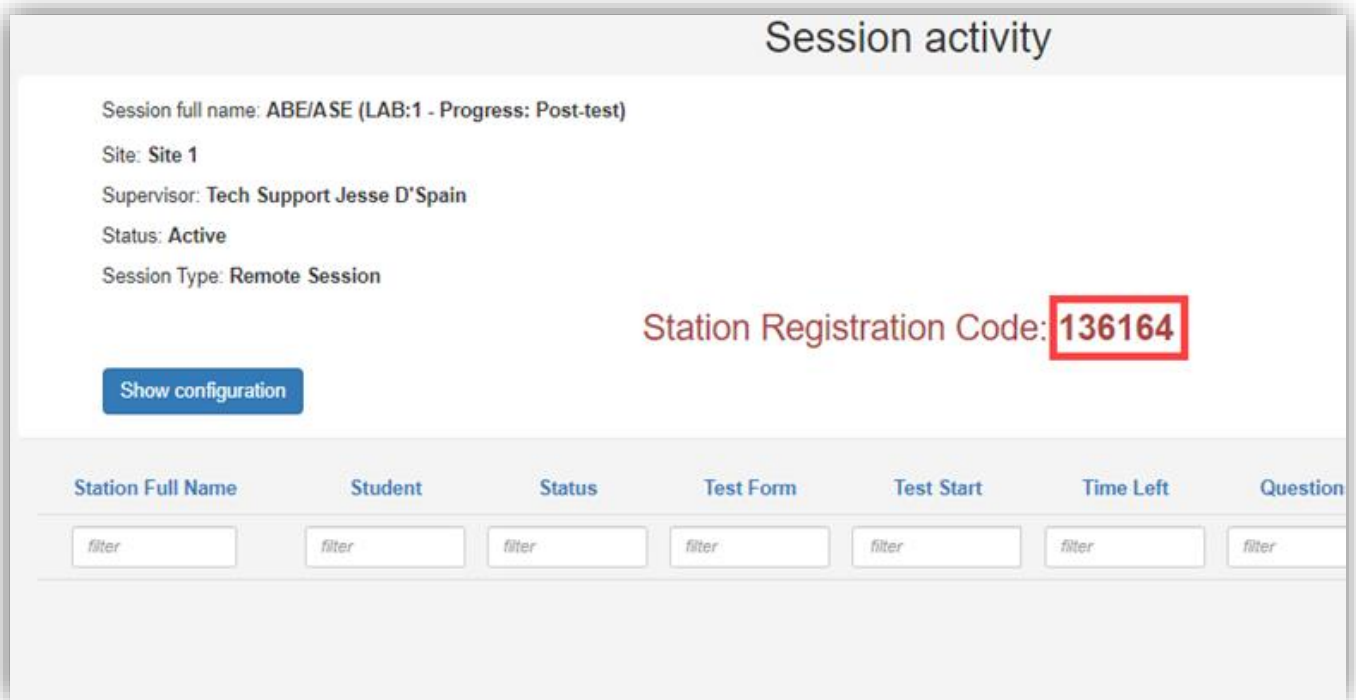


Testing Sessions										
Filter by: Status										
					Site	Lab Name	Template Name	Session Name		
<input type="checkbox"/>	Save table filters				Site 1	filter	ABE/ASE	filter		
Edit	View	Start	Tests	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Accommodations: Double Time	
Edit	View	Start	Tests	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Accommodations: Time + One Half	
Edit	View	Start	Tests (8)	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Appraisal	
Edit	View	Start	Tests (13)	Delete	Copy	Site 1	CASAS	ABE/ASE	LAB:1 - Intake: Pretest	
Edit	View	Start	Tests	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Progress: Post-test	
Edit	View	Start	Tests	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Registration w/Practice	
Edit	View	Start	Tests	Delete	Copy	Site 1		ABE/ASE	LAB:1 - Retest: Scores Outside Accurate Range	

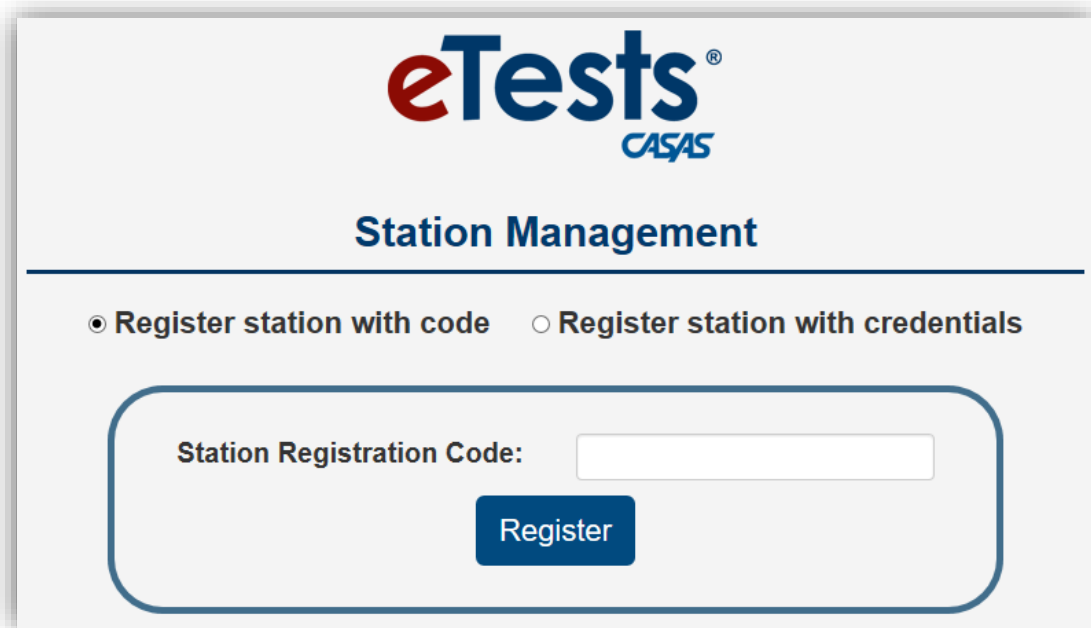
- In the Test Session Management pop-up dialog that appears, click the **Start remote session** button.



- In the Session Activity screen that follows, make note of the unique **Station Registration Code** generated for the running testing session.

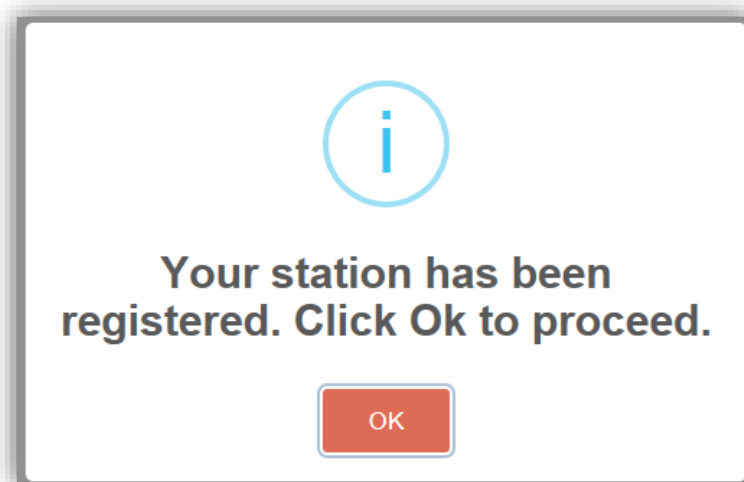


4. Test takers should have started eTests on their devices – the eTests app on iPad or Chromebook, or the eTests website and secure browser on Windows – and they will now be asked to enter a Station Registration Code.
 - a. “Register station with code” is selected by default. Be sure to use this selection instead of “Register station with credentials.” If you have difficulty using the code, or if you need to register using proctor or remote test taker credentials for some other reason, please refer to Appendix B of the relevant [CASAS Remote Testing Guidelines](#) document.
 - b. Tell the test takers to enter the **Station Registration Code** noted in step 3 and then click the **Register** button.



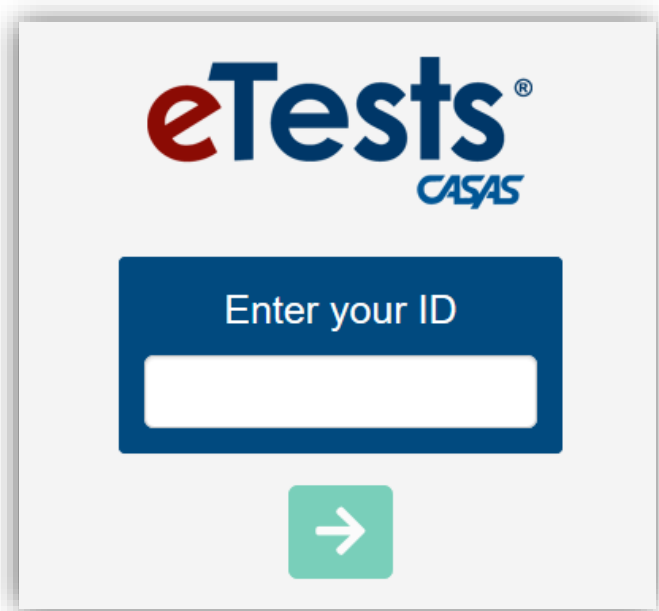
The screenshot shows the eTests CASAS Station Management interface. At the top is the eTests CASAS logo. Below it is the title "Station Management". There are two radio button options: "Register station with code" (which is selected) and "Register station with credentials". Below these options is a rounded rectangular box containing the text "Station Registration Code:" followed by a text input field. Below the input field is a blue "Register" button.

5. Test takers see this success message on screen. Tell them to click **OK**.



6. The registered stations are added to the testing session automatically. You will see these new stations listed on your Session Activity screen.

7. Test takers can now enter their IDs. For next steps in the remote testing process, please reference the [CASAS Remote Testing Guidelines](#).



The image shows a digital interface for entering an ID. At the top, the logo for 'eTests' is displayed in a large, bold font, with the 'e' in red and 'Tests' in blue. Below the logo, the word 'CASAS' is written in a smaller, blue, sans-serif font. In the center, there is a dark blue rectangular box containing the text 'Enter your ID' in white. Below this box is a white rectangular input field. At the bottom center, there is a green square button with a white right-pointing arrow.