

Steps to Register Testing Stations

The computer or device used by the test taker is called the Testing Station. Your program can register devices for student testing in two ways – by credential or by code. CASAS recommends registering testing stations that are owned by your program by credential and testing stations that are owned by the test taker by code. These next steps apply to Windows devices.

If your program is using [Chromebooks](#) or [iPads](#), please follow the links for a separate set of instructions.

Registering testing stations by credentials should be completed before students arrive to test. Registering by code can be used for remote testing or after students have arrived for testing.

Testing stations only need to be registered once when registered by credential. Registering testing stations by code is temporary and the registration will only remain for the duration of the student's test.

By Credentials

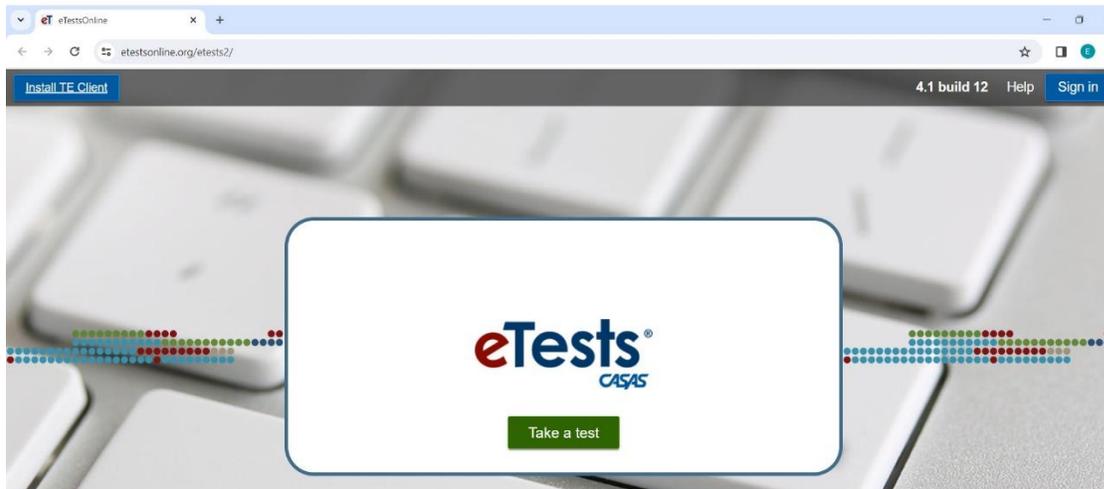
The website to login depends on your server:

Server	Website
Global	https://etestsonline.org/etests2
California	https://ca.etestsonline.org/etests2
LARAEC	https://laraec.etestsonline.org/etests2
Florida	https://etestsonline.org/Florida/eTests2/
Miami Dade	https://etestsonline.org/MiamiDade/etests2/
Washington	https://etestsonline.org/Washington/etests2/

Go to each individual testing station and create a shortcut on the desktop to the appropriate website above.



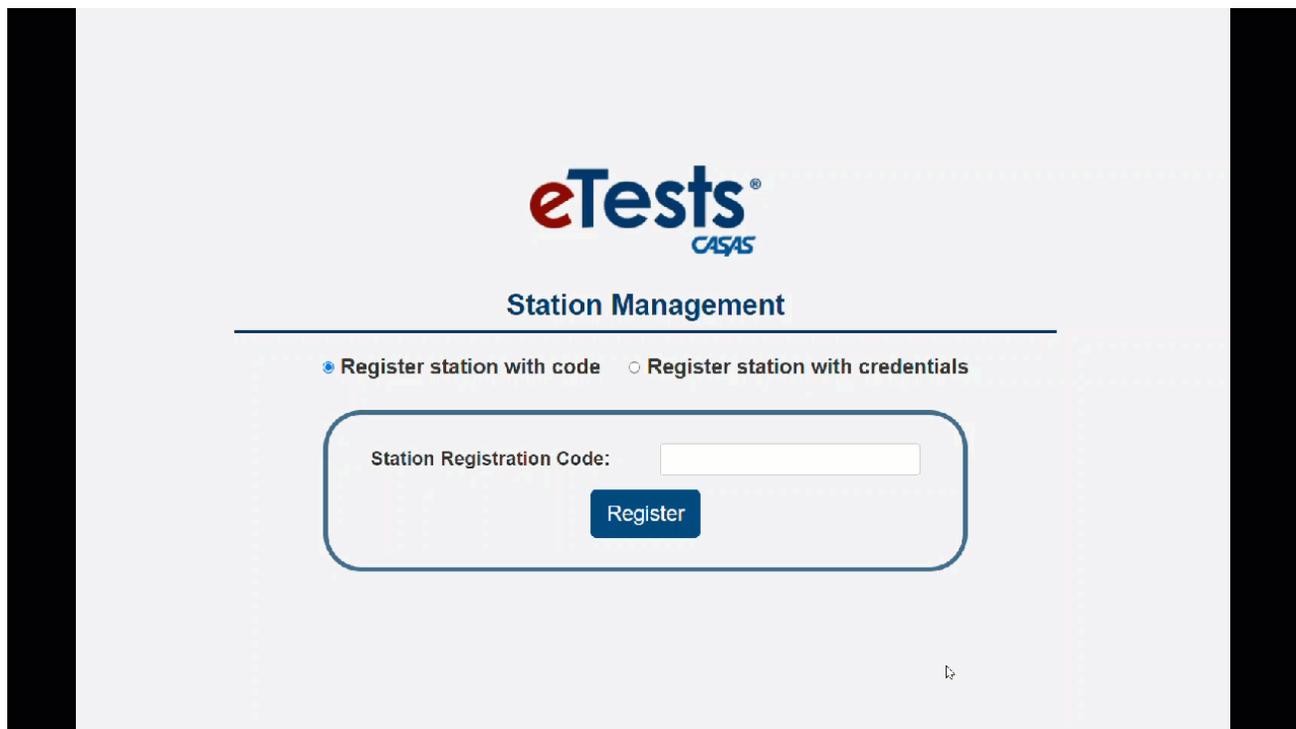
Click on the green “Take a Test” button.



Select Register by credentials and input your agency id, user account, and password. Select the site from the drop-down menu.

If your program does not have the appropriate sites listed, they should be added by your data manager in TOPSpro Enterprise. The site is the physical location where testing will take place.

A Lab refers to a room within a building. The station number refers to the exact testing station.



Once the station is registered, it will appear as an option on the Session Activity Window on eTests and will be listed as a testing station on your program’s TOPSpro Enterprise account.

By Code

Testing stations registered by code will need to be registered after the testing session has been started.

Log into CASAS eTests and start the appropriate testing session. On the Session Activity Window, notice the station registration code listed in red.

All students testing in this session will use the same code to register their devices. The proctor must share this code with each student.

View	Start	Tests	Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
View	Start	Tests	RHAS: North Campus	ABE/ASE	Accommodations: Untimed		07/01/2023	07/01/2024		Stopped
View	Start	Tests (3)	RHAS: North Campus	ABE/ASE	Appraisal		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Intake: Pretest w/Locator		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Progress: Post-test		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Retest: Scores Outside Accurate Range (Not Same Day)		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Retest: Scores Outside Accurate Range (Same Day Only)		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Returning Students: Pretest		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	ABE/ASE	Spanish Reading Comprehension		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	CIT	Intake: Pretest		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	CIT	Progress: Post-test		07/01/2023	07/01/2024		Stopped
View	Start	Tests	RHAS: North Campus	CTE	Intake: Pretest		07/01/2023	07/01/2024		Stopped

When starting a remote testing session, the proctor should click on the enable testing button when students are ready to begin. As students enter the code to register their devices, they will appear on the Session Activity window.

Session full name: **ABE/ASE (Intake: Pretest w/Locator)**

Site: **RHAS: North Campus**

Supervisor: **Proctor 15**

Status: **Active**

Session Type: **On-site Session**

Supervise end: **01.04.2024 / 19:59**

Session Start: **07.01.2023 / 00:00**

Session End: **07.01.2024 / 00:00**

Station Registration Code: 4390606

Station Full Name	Student	Status	Test Form	Test Start	Time Left	Questions	Last Activity	Class ID
Remove TS149999670638 (On-Site) Intervene								

+ Add stations 1 station listed Show all stations Show only used stations Show only not used stations