

## 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/>

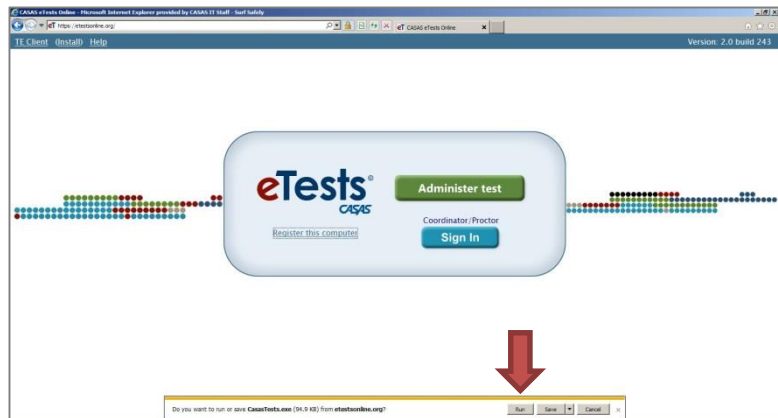


- 2) Click **Register this computer**.



- 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 

## 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.

### Station Registration

Site	<input type="text" value="Building 1"/>
Lab	<input type="text" value="Assessment Center"/>
Station Name	<input type="text"/>
Registration Status	<input type="text" value="Not Registered"/>
Identification Info	MAC: "90-B1-1C-7A-FC-35", Model: "OptiPlex 990", CPU: "Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz", OS: "6.1.7601"
<input type="button" value="Register"/> <input type="button" value="Unregister"/>	

- 8) Enter **Station Name**
  - a. Standard method for identifying computers.
  - b. Established by Agency.

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

### Station Registration

Site	<input type="text" value="Building 1"/>
Lab	<input type="text" value="Assessment Center"/>
Station Name	<input type="text" value="1-01"/>
Registration Status	<input type="text" value="Not Registered"/>
Identification Info	MAC: "90-B1-1C-7A-FC-35", Model: "OptiPlex 990", CPU: "Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz", OS: "6.1.7601"
<input type="button" value="Register"/> <input type="button" value="Unregister"/>	

- 9) Click

### Station Registration

Site	<input type="text" value="Building 1"/>
Lab	<input type="text" value="Assessment Center"/>
Station Name	<input type="text" value="1-01"/>
Registration Status	<input type="text" value="Not Registered"/>
Identification Info	MAC: "90-B1-1C-7A-FC-35", Model: "OptiPlex 990", CPU: "Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz", OS: "6.1.7601"
<input type="button" value="Register"/> <input type="button" value="Unregister"/>	

### Station Registration

To confirm registration of this machine, another user must log in and click 'Register'.

Site: Building 1

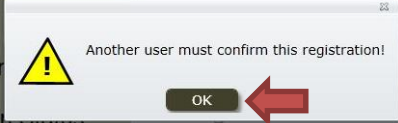
Lab: [ ]

Station Name: [ ]

Registration Status: [ ]

Identification Info: MAC: "90-B1-1C-7A-FC-35", Model: "OptiPlex 990", CPU: "Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz", OS: "6.1.7601"

Register Unregister



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.

## CASAS eTests

### Station Management Login

Agency(/Site): 000123

User: proctor

Password: [ ]

Login

12) Click **Login**

### Station Registration

To confirm registration of this machine, another user must log in and click 'Register'.

Site: Building 1

Lab: Assessment Center

Station Name: 1-01

Registration Status: Pending

Identification Info: MAC: "90-B1-1C-7A-FC-35", Model: "OptiPlex 990", CPU: "Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz", OS: "6.1.7601"

Register Unregister

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.

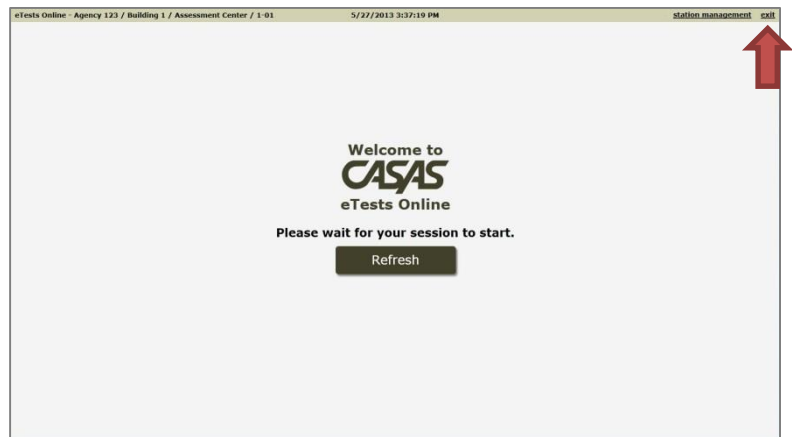
*Station registered!*

14) Click 



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

- ❖ **Note!** To ensure test security, the  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).