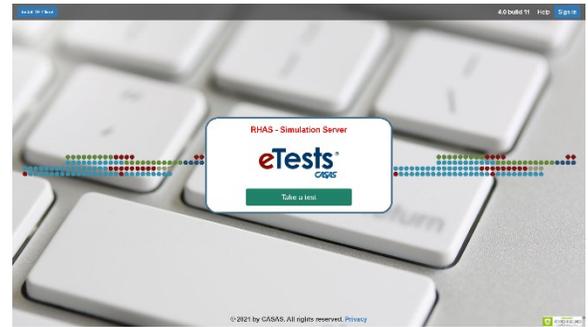


Steps to Register Stations for On Site

For Windows machines,

Launch the web browser and enter the CASAS eTests Online URL your program uses.*



Server	Use any modern web browser
*Global	https://etestsonline.org/
*California	https://ca.etestsonline.org/
*LARAEC	https://laraec.etestsonline.org/
*Miami Dade	https://etestsonline.org/MiamiDade/
*Washington	https://etestsonline.org/Washington/

❖ For Training, go to Rolling Hills Simulation - <https://etestsonline.org/rollinghills/html5#/>

Note! Before you proceed with the following steps –

For Chromebooks,

Launch the **eT** [eTests Online Kiosk app](#)



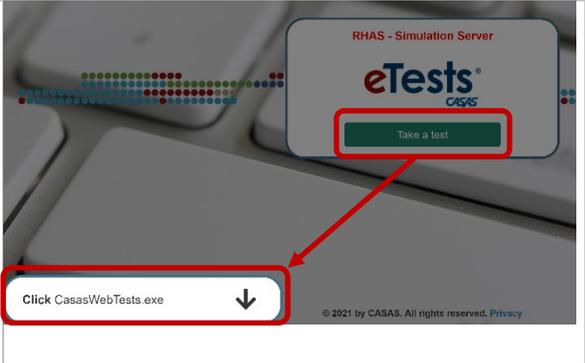
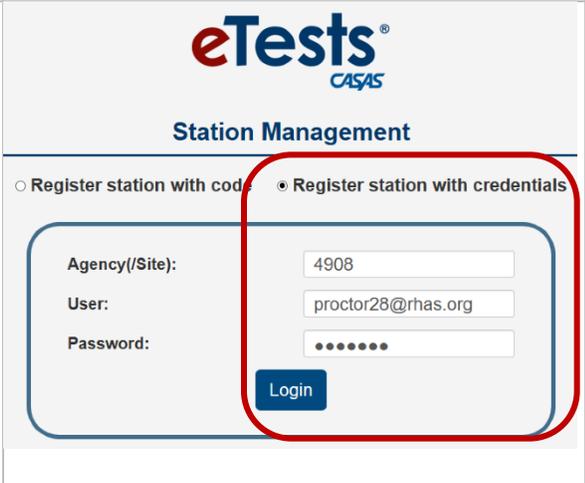
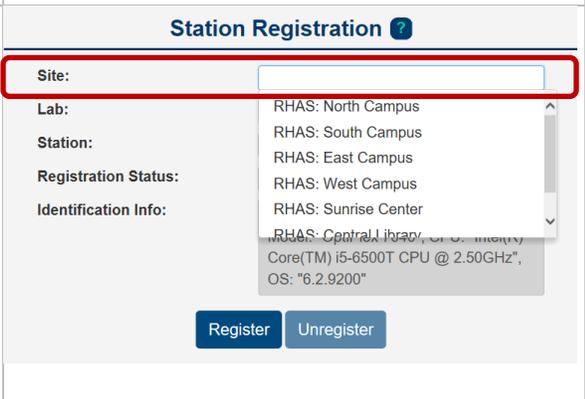
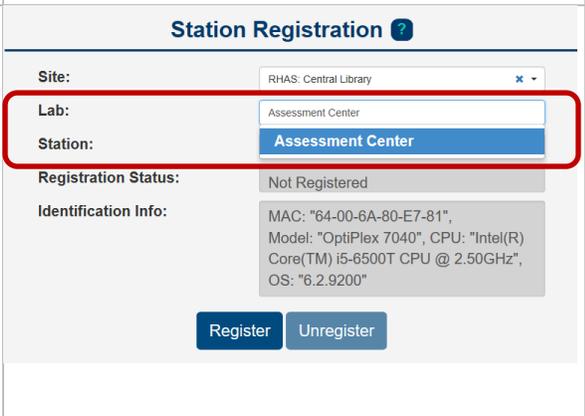
For iPads,

Launch the **eT** [eTests Online Guided Access app](#)



STEP 1: Initiate Station Registration

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Testing Station, <ul style="list-style-type: none"> Click Take a Test.

Step	Screen	Description
2.		<ul style="list-style-type: none"> Click to Run the CASASWebTests.exe file. <ul style="list-style-type: none"> Wait for the test-delivery system to load. <p><i>Note!</i> Depending on your browser and settings, you may be prompted to first click Save, and then click Run.</p>
3.		<ul style="list-style-type: none"> For On Site Registration, <ul style="list-style-type: none"> Click Register station with credentials. Enter your Credentials. <ul style="list-style-type: none"> Click Login. <p><i>Note!</i> Both certified eTests Coordinators and Proctors can register stations.</p>
4.		<ul style="list-style-type: none"> From the Station Registration information window, <ul style="list-style-type: none"> Click the Site field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select the Site where the computer is physically located.
5.		<ul style="list-style-type: none"> Click the Lab field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select the Lab, or room, where the computer is located at the Site. If the Lab is not listed, <ul style="list-style-type: none"> Enter the Lab name so it displays in the blue area. Click the blue area to apply the Lab name to the field.

Step	Screen	Description
6.		<ul style="list-style-type: none"> • Enter the Station name for the computer. <ul style="list-style-type: none"> ○ Use two-digits for single-numbered stations (recommended). ○ Add acronym for the Lab to identify sets of stations registered at the same site with similar numbers such as AC-06 for Assessment Center, Station 06 (recommended).
7.		<ul style="list-style-type: none"> • Additional Identification Info about the station is automatically recorded with the station registration record. <ul style="list-style-type: none"> ○ Click Register.
8.		<ul style="list-style-type: none"> • From the confirmation message, <ul style="list-style-type: none"> ○ Click OK.
9.		<ul style="list-style-type: none"> • For test security, the Refresh button displays on a registered Testing Station until the proctor – <ul style="list-style-type: none"> ○ STARTS a Testing Session, or ○ ADDS the Testing Station to an active session. ○
10.		<ul style="list-style-type: none"> • Close the eTests Application. <ul style="list-style-type: none"> ○ Click Exit at top right.