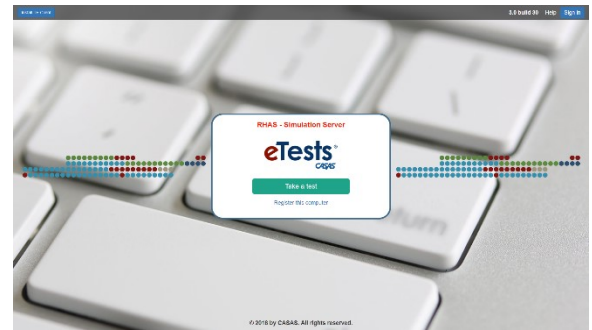


Steps to Register Testing Stations

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/html5/#/ |
| *California | https://ca.etestsonline.org/html5/#/ |
| *LARAEC | https://laraec.etestsonline.org/html5/#/ |
| *Miami Dade | https://etestsonline.org/MiamiDade/html5/#/ |
| *Washington | https://etestsonline.org/Washington/html5/#/ |

❖ 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](#)




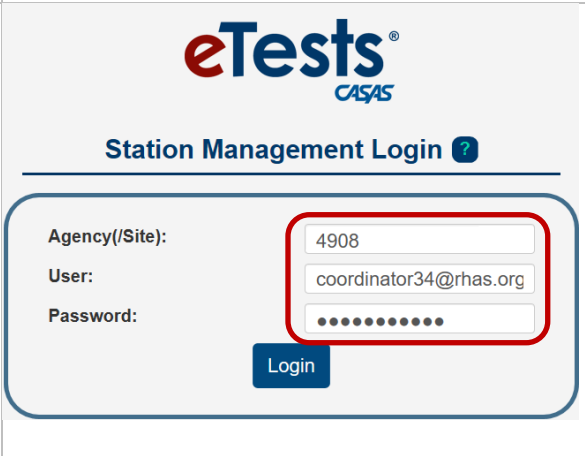
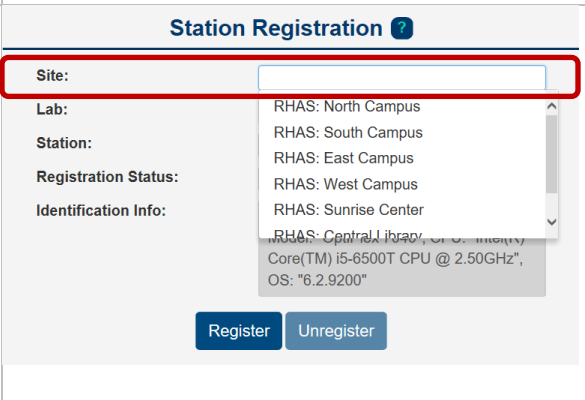
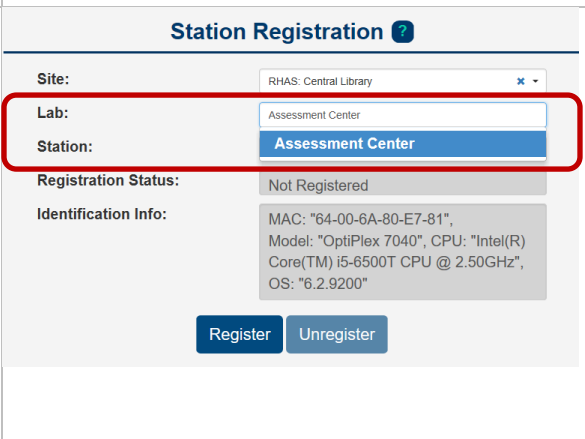
For iPads,

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 Register this computer. |

| Step | Screen | Description |
|------|---|--|
| 2. |  | <ul style="list-style-type: none"> • Click to Run. <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"> • From Station Management Login, <ul style="list-style-type: none"> ○ Enter your Agency ID. ○ Enter your User name. ○ Enter your Password. • After entering User credentials, <ul style="list-style-type: none"> ○ Click Login. |
| 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 where the computer is located at the Site. • If the Lab is not listed, <ul style="list-style-type: none"> ○ Enter the Lab name to display in the drop-down. ○ Click the Name to apply to the field. |

| Step | Screen | Description |
|------|--|--|
| 6. | <p>The screenshot shows the 'Station Registration' form. The 'Station' field, containing 'AC-00', is highlighted with a red rectangular box. Other fields include Site (RHAS: Central Library), Lab (Assessment Center), Registration Status (Not Registered), and Identification Info (MAC, Model, CPU, OS). Buttons for 'Register' and 'Unregister' are at the bottom.</p> | <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 'like' numbers such as AC-06 (recommended). |
| 7. | <p>This screenshot is identical to the previous one, but the 'Register' button is highlighted with a red rectangular box.</p> | <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. | <p>The screenshot shows a white pop-up message box with the text 'Another user must confirm this registration!' and a red 'OK' button highlighted with a red rectangular box.</p> | <ul style="list-style-type: none"> ← The pop-up message at left displays after the first person <u>initiates</u> Station Registration. <ul style="list-style-type: none"> ○ Click OK. |

STEP 2: Confirm Station Registration

A second certified Coordinator or Proctor must log in with his or her credentials to **Station Management** at the same computer to confirm registration.

| Step | Screen | Description |
|------|---|--|
| 1. | <p>The screenshot shows the 'Station Management Login' form. The 'Login' button is highlighted with a red rectangular box. The form includes fields for Agency/(Site) (4908), User (coordinator43@rhas.org), and Password (masked with dots).</p> | <ul style="list-style-type: none"> • From Station Management Login, <ul style="list-style-type: none"> ○ Enter your Agency ID. ○ Enter your User name. ○ Enter your Password. • After entering User credentials, <ul style="list-style-type: none"> ○ Click Login. |

| Step | Screen | Description |
|------|--|---|
| 2. | <p>Station Registration ?</p> <p>To finish the registration of this computer, you just have to click 'Register'.</p> <p>Site: RHAS: Central Library x</p> <p>Lab: Assessment Center x</p> <p>Station: AC-00</p> <p>Registration Status: Pending</p> <p>Identification Info: MAC: "64-00-6A-80-E7-81", Model: "OptiPlex 7040", CPU: "Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz", OS: "6.2.9200"</p> <p>Register Unregister</p> | <ul style="list-style-type: none"> To confirm registration, <ul style="list-style-type: none"> Click Register. |
| 3. | <p>Station registered !</p> <p>OK</p> | <ul style="list-style-type: none"> Click OK. |
| 4. | <p>eTests[®] CASAS</p> <p>Please wait for your Proctor to start the testing session or add your station to a session.</p> <p>Refresh ↻</p> | <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. Close the testing application. <ul style="list-style-type: none"> Click Exit at top right. |

For Reference,

Testing Station Header

| eTests Online - 4908 / 07 / Assessment Center / AC-01 | | | 08-May-18 5:26:33 PM | | | Station Management | | Exit | |
|---|--|---|----------------------|--|--|--------------------|--|------|--|
| <ul style="list-style-type: none"> <u>Top-left</u> header displays information about the station registration. For example, <ul style="list-style-type: none"> Agency – 4908 Site – 07 – Central Library Lab – Assessment Center Station – AC-01 | <ul style="list-style-type: none"> The current date and time display at <u>top-middle</u> of the Testing Station. Note! <ul style="list-style-type: none"> This information will display Red if the computer's internal clock is not synchronized with an Internet Time Source. For Windows machines, notify your IT Dept. of a clock discrepancy as the difference may interfere with testing. Chromebooks and iPads synchronize time automatically when connected to the Internet. | <ul style="list-style-type: none"> At <u>top-right</u> are buttons to – <ul style="list-style-type: none"> Access Station Management Exit testing application Note! <ul style="list-style-type: none"> A coordinator or proctor may rename a Testing Station from Station Management without confirmation. <i>Only</i> a coordinator may unregister a Testing Station from Station Management, or Management Console <ul style="list-style-type: none"> IF not 'in use' IF not added to an active session IF not assigned to a session | | | | | | | |