Steps to Register Stations

For Windows machines,

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

<table>
<thead>
<tr>
<th>Server</th>
<th>HTML5 Version w/multiple web browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Global</td>
<td><a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*California</td>
<td><a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*LARAEC</td>
<td><a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*Miami Dade</td>
<td><a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a></td>
</tr>
</tbody>
</table>

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

**Note!** Before you proceed with the following steps –

For Chromebooks,

- Install the eTests Online Kiosk app

For iPads,

- Install the eTests Online Guided Access app

**STEP 1: Initiate Station Registration**

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | RHAS - Simulation Server | From the Testing Station,  
  - Click Register this computer. |
<table>
<thead>
<tr>
<th>Step</th>
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<th>Description</th>
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</table>
| 2.   | ![Screen Description](Image) | • Click to **Run**.  
  o Wait for the test-delivery system to load.  
  *Note!* Depending on your browser and settings, you may be prompted to first click **Save**, then click **Run**. |
| 3.   | ![Screen Description](Image) | • From **Station Management Login**,  
  o Enter your **Agency ID**.  
  o Enter your **User** name.  
  o Enter your **Password**.  
  • After entering **User** credentials,  
  o Click **Login**. |
| 4.   | ![Screen Description](Image) | • Click the **Site** field **down-arrow** and from the drop-down menu,  
  o Select the **Site** for your computer. |
| 5.   | ![Screen Description](Image) | • Click the **Lab** field **down-arrow** and from the drop-down menu,  
  o Select the **Lab** for your **Site**. |
<table>
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| 6.   | ![Station Registration Screen](image1) | - Enter the **Station Name** for your computer.  
  o Use two-digits for single-numbered stations (recommended). |
| 7.   | ![Station Registration Screen](image2) | - Click **Register**. |
| 8.   | ![Station Registration Screen](image3) | ← The pop-up message at left displays after the first person initiates **Station Registration**.  
  o Click **OK**. |

**STEP 2: Confirm Station Registration**

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

<table>
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</table>
| 1.   | ![Station Management Login Screen](image4) | - From **Station Management Login**,  
  o Enter your **Agency ID**.  
  o Enter your **User** name.  
  o Enter your **Password**.  
  - After entering User credentials,  
  - Click **Login**. |
### Step Screen Description

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 2.   | ![Station Registration](image) | - To confirm registration,  
  ○ Click **Register**. |
| 3.   | ![Station registered](image) | - Click **OK**. |
| 4.   | ![eTests](image) | - For test security, the **Refresh** button displays on a registered **Testing Station** until the proctor –  
  ○ STARTS a **Testing Session**, or  
  ○ ADDS the **Testing Station** to an active session.  
  - Close the testing application.  
  ○ Click **Exit** at top right. |

**For Reference,**

**Testing Station Header**

<table>
<thead>
<tr>
<th>Info</th>
<th>Description</th>
</tr>
</thead>
</table>
| Top-left header displays information about the station registration. | For example,  
  ○ **Agency** – 4908  
  ○ **Site** – 07 – Central Library  
  ○ **Lab** – Assessment Center  
  ○ **Station** – AC-01 |
| The current date and time display at top-middle of the Testing Station. | **Note!**  
  - 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. |
| At top-right are buttons to – | **Note!**  
  - A coordinator or proctor may rename a **Testing Station** from **Station Management** without confirmation.  
  - **Only a coordinator may unregister a Testing Station** from **Station Management**, **Management Console**  
  ○ **IF** not ‘in use’  
  ○ **IF** not added to an active session  
  ○ **IF** not assigned to a session |
  ○ Access **Station Management**  
  ○ Exit testing application |