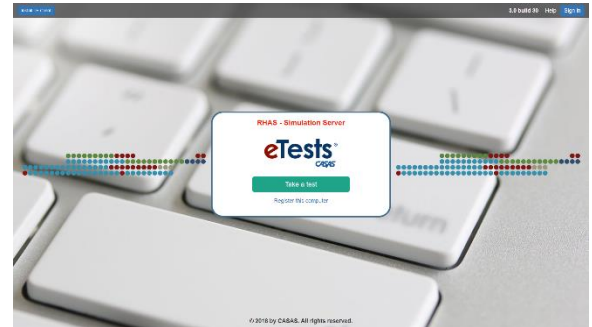


## Steps to Register Stations

For Windows machines,

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



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

- ❖ 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](#)


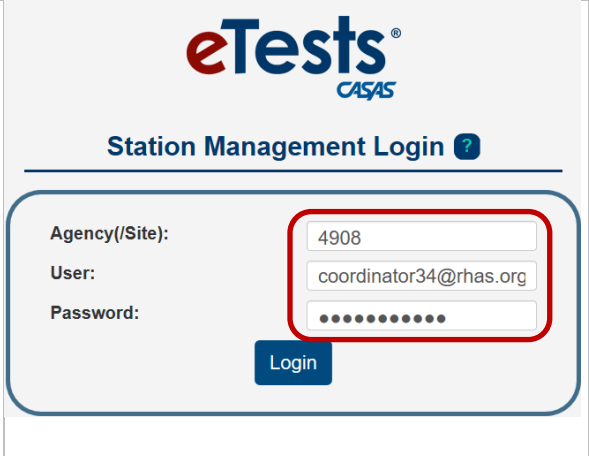
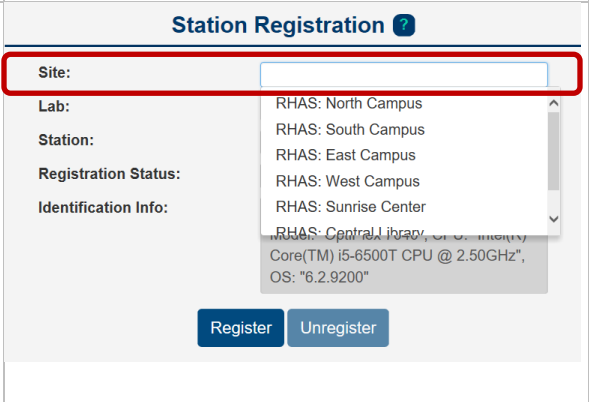
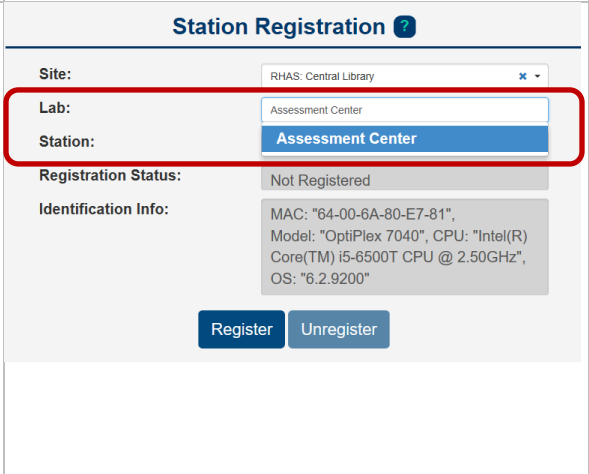
For iPads,

- Install the [eTests Online Guided Access app](#)



## STEP 1: Initiate Station Registration

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• From the <b>Testing Station</b>,                             <ul style="list-style-type: none"> <li>○ Click <b>Register this computer</b>.</li> </ul> </li> </ul>

Step	Screen	Description
2.		<ul style="list-style-type: none"> <li>Click to <b>Run</b>. <ul style="list-style-type: none"> <li>Wait for the test-delivery system to load.</li> </ul> </li> </ul> <p><i>Note!</i> Depending on your browser and settings, you may be prompted to first click <b>Save</b>, then click <b>Run</b>.</p>
3.		<ul style="list-style-type: none"> <li>From <b>Station Management Login</b>, <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User name</b>.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering <b>User</b> credentials, <ul style="list-style-type: none"> <li>Click <b>Login</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>Click the <b>Site</b> field <b>down-arrow</b> and from the drop-down menu, <ul style="list-style-type: none"> <li>Select the <b>Site</b> for your computer.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>Click the <b>Lab</b> field <b>down-arrow</b> and from the drop-down menu, <ul style="list-style-type: none"> <li>Select the <b>Lab</b> for your <b>Site</b>.</li> </ul> </li> </ul>

Step	Screen	Description
6.	<p>The screenshot shows the 'Station Registration' form. The 'Station' field is highlighted with a red box. The form includes fields for Site, Lab, Station, Registration Status, and Identification Info. There are 'Register' and 'Unregister' buttons at the bottom.</p>	<ul style="list-style-type: none"> <li>Enter the <b>Station Name</b> for your computer. <ul style="list-style-type: none"> <li>Use two-digits for single-numbered stations (recommended).</li> </ul> </li> </ul>
7.	<p>The screenshot shows the 'Station Registration' form. The 'Register' button is highlighted with a red box. The form includes fields for Site, Lab, Station, Registration Status, and Identification Info. There are 'Register' and 'Unregister' buttons at the bottom.</p>	<ul style="list-style-type: none"> <li>Click <b>Register</b>.</li> </ul>
8.	<p>The screenshot shows a confirmation message: "Another user must confirm this registration!" with an "OK" button highlighted in a red box.</p>	<ul style="list-style-type: none"> <li>The pop-up message at left displays after the first person <u>initiates</u> <b>Station Registration</b>. <ul style="list-style-type: none"> <li>Click <b>OK</b>.</li> </ul> </li> </ul>

## 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 box. The form includes fields for Agency/(Site), User, and Password. The eTests CASAS logo is at the top.</p>	<ul style="list-style-type: none"> <li>From <b>Station Management Login</b>, <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering <b>User</b> credentials,</li> <li>Click <b>Login</b>.</li> </ul>

Step	Screen	Description
2.	<p><b>Station Registration</b> ?</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"> <li>To confirm registration, <ul style="list-style-type: none"> <li>Click <b>Register</b>.</li> </ul> </li> </ul>
3.	<p><b>Station registered !</b></p> <p>OK</p>	<ul style="list-style-type: none"> <li>Click <b>OK</b>.</li> </ul>
4.	<p><b>eTests<sup>®</sup> CASAS</b></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"> <li>For test security, the <b>Refresh</b> button displays on a registered <b>Testing Station</b> until the proctor – <ul style="list-style-type: none"> <li><b>STARTS</b> a <b>Testing Session</b>, or</li> <li><b>ADDS</b> the <b>Testing Station</b> to an active session.</li> </ul> </li> <li>Close the testing application. <ul style="list-style-type: none"> <li>Click <b>Exit</b> at top right.</li> </ul> </li> </ul>

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