

Steps to Register Students

CASAS eTests Online may be used as an interface to collect student information and automatically record the information in TOPSpro Enterprise (TE) Online. This eliminates scanning and manual data entry to input the information in TE Online. Data collected about the student complies with [WIOA](#) accountability. Using a Registration only session gives you the opportunity to separate the registration process from the testing process giving you time to spend with students assisting them with applying responses and addressing questions.

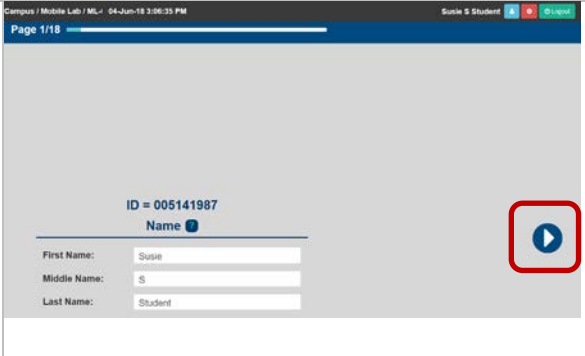
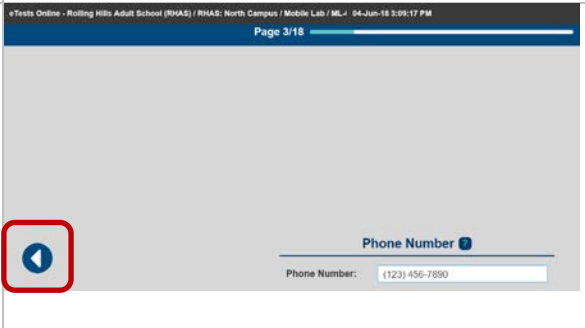
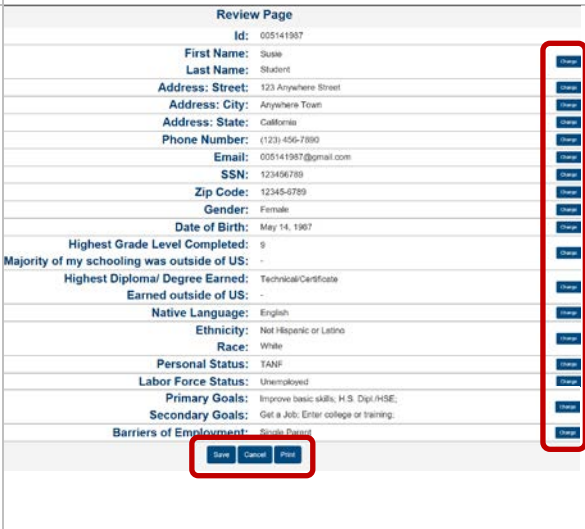
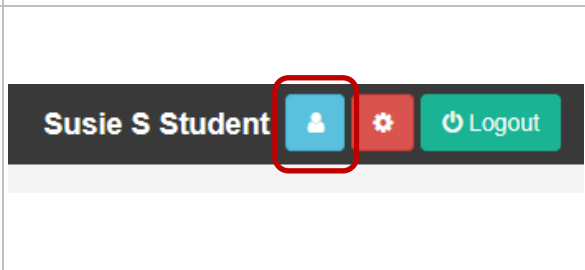
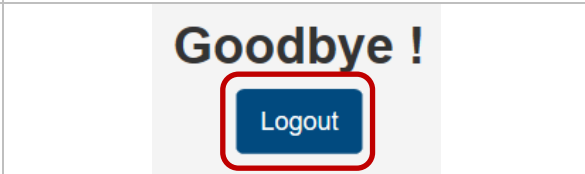
- If you use the **Registration** session,
 - Data-collection screens are skipped in the **Intake** session and students begin testing.
- If you do not use the **Registration** session,
 - Students will complete data-collection screens in the **Intake** session before they begin testing.

Proctors should have a copy of the [WIOA Data Dictionary](#) nearby for quick reference during a **Registration** or **Intake** session.

If your agency imports student information from a **3rd Party System**, then you would not need to use a **Registration** session to collect student information.

Template / Session Name > REGISTRATION / Student Information

Step	Screen	Description
1.		<p>Suggested Verbal Script:</p> <ul style="list-style-type: none"> • On your screen, <ul style="list-style-type: none"> ◦ Enter your Identification code. • Use the right-arrow button to continue.
2.		<p>← The number of Data collection screens enabled in a session appear at top of the testing station screen.</p>

Step	Screen	Description
3.		<p>Suggested Verbal Script:</p> <ul style="list-style-type: none"> • Enter your Name and any other information requested on each screen. • Use the right-arrow button to go to the next screen.
4.		<p>Cont. Script:</p> <ul style="list-style-type: none"> • Use the left-arrow button and go back to a previous screen. • Continue entering your information until you get to the Review Page.
5.		<p>Cont. Script:</p> <ul style="list-style-type: none"> • On the Review Page. <ul style="list-style-type: none"> ○ You may use the Change button to correct any information or add any information you may have skipped. • After you finish reviewing your information, <ul style="list-style-type: none"> ○ Use the Print button for a copy of your information. • After printing your information, <ul style="list-style-type: none"> ○ Use the Save button.
6.		<p>Cont. Script:</p> <ul style="list-style-type: none"> • Your Student Information is now saved. • You may update your information from the Person icon at top left of your screen anytime you return to test.
7.		<p>Cont. Script:</p> <ul style="list-style-type: none"> • We are finished with Registration. • Use the Logout button to exit the screen.