



# **ACT State Testing Online Services Tutorial**

Principal Version



# Principal Online School Information Form

## ***Introduction***

The Principal Online School Information Form collects important information about your high school so that it can be established as an ACT State Testing site. You will be asked to provide details about your high school. You will also be asked to appoint Testing Staff (Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator). Be sure to gather the following information before completing the form: testing staff names, titles, phone numbers, and e-mail addresses. This information is required.

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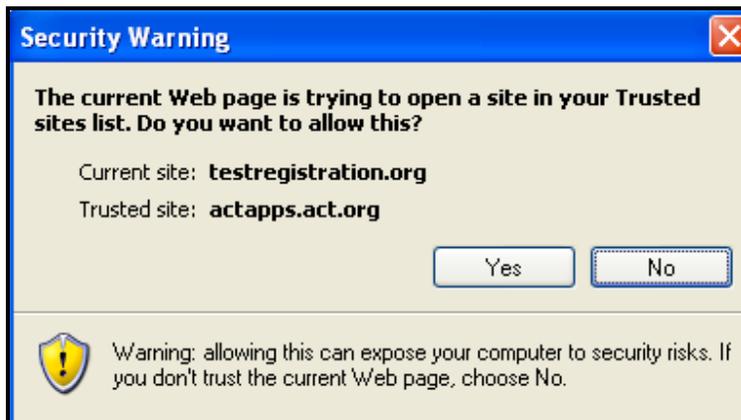
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## 1. Security warning message option

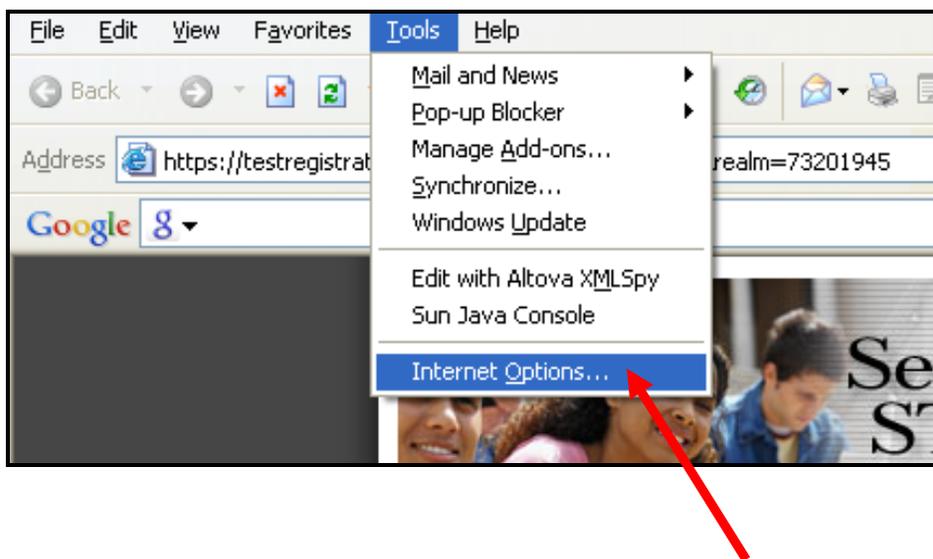
When using the online registration website, you may receive a Windows Internet Explorer Security Warning pop-up message similar to the one displayed below. You can follow the steps provided in this section to disable the pop-up message from displaying when working in your account.

If you are unable to perform these steps for any reason, you may simply ignore the message and click "Yes" to bypass the message. Note: This message may pop up multiple times.

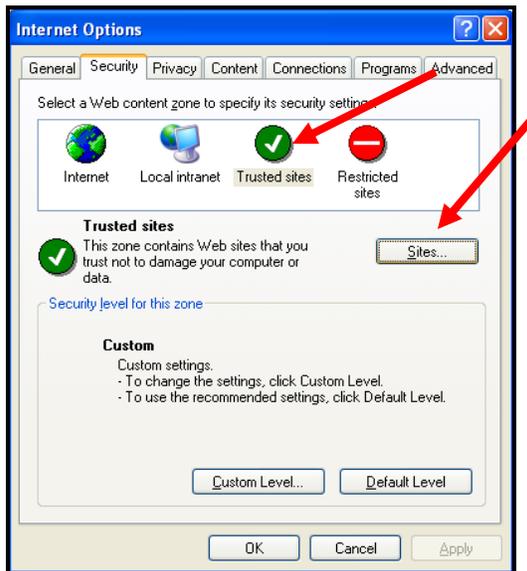


### To disable the Security Warning

In Internet Explorer, Select "Tools" and "Internet Options" from the menu bar.



On the "Security" tab click "Trusted Sites" and "Sites..."



Type **https://testregistration.org** under "Add this Web site to the zone:" and click "Add." Click "OK" in the Test sites window then click "OK" in the Internet Options window.



## ***2. Receive e-mail from act.org***

When your user account becomes available, you will receive an e-mail from ACT that contains important information for using the online application.

Read the e-mail carefully and save it for your records.

A sample e-mail is provided below:

Dear Person First Name:

You have been set up as a user of the ACT State Testing online system for the purpose of establishing your school as a test site for the Spring 2010 test administration.

As you complete your online school information form, you will be asked to appoint qualified individuals to serve as Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator for your school. You will be receiving a packet of establishment information from ACT via FedEx. Please refer to the following documents in this packet before appointing your testing staff - *Standard Testing Requirements, Test Administration Policies for the ACT State Testing, and Qualifications and Responsibilities*. Also included is a copy of the *ACT State Testing Online Tutorial* to assist you in completing your online profile information.

You may access the system at:

[An active URL will be provided in the email sent to you](#)

Your User ID is: **Person Username**

Your Password is: **Person Password**

Please save this email for future reference until you have completed and submitted your form. If you forget your password, you can click on the "Forgot User ID or Password?" link on the login page.

Please submit your school information form by **(deadline)**. After the deadline, the testing staff you appoint will receive a similar email, instructing them to log in to the online system and submit their personal information.

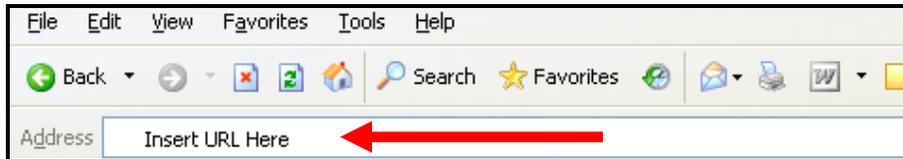
Thank you,

ACT State Testing  
800/553-6244 x2870

### ***3. Navigate to the URL***

The e-mail from ACT contains a link to the online application.

To navigate to the URL, either click the link in the e-mail or copy the link from the e-mail and paste it in to your web browser.



#### ***4. Log in to the application***

Enter your User ID and Password to log in to the application. It is recommended that you copy and paste your user name and password directly from the e-mail to ensure it is entered correctly.

If you have forgotten your User ID or Password, use the “Forgot User ID or Password” link to retrieve this information (see the section at the end of this tutorial for details on retrieving your User ID or Password).



The screenshot shows the login interface for the ACT Services for STATE TESTING application. At the top, there is a banner with a photograph of students and the text "Services for STATE TESTING" and the ACT logo. Below the banner, the login form consists of two input fields: "User ID:" and "Password:". To the right of the "Password:" field is a blue link labeled "Forgot User ID or Password?". Below the input fields is a blue "Login" button. At the bottom of the page, the text reads: "VALIDUS © RSP Version 1.0.23.9 © 2009 by ACT, Inc. All rights reserved."

## 5. Update and submit account information

Fill in any missing account information or update any incorrect information. Required data are indicated with asterisks (\*). All required fields must be entered. When you are finished, click "Save Changes."

If corrections need to be made to High School Name, ACT High School Code, State Key, First Name or Last Name, please contact 800/553-6244 ext. 2870 for assistance.

Log Out	School Principal	PO Box 168 Iowa City IA 52243
<b>Update Your Account Information</b>		
* = required <a href="#">Privacy Policy</a>		
<b>High School Information</b>		
High School Name:	Tutorial1	
ACT High School Code:	123123	
State Key: (2)	12	
<b>Basic Personnel Information</b>		
First Name:	School	
Last Name:	Principal	
* Title:	<input type="text"/>	
* Work Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Cell Phone Number: (2)	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Home Phone Number: (2)	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
* Fax Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
* Email:	<input type="text"/>	
* School mailing address line 1:	<input type="text"/>	
School mailing address line 2:	<input type="text"/>	
* Mailing city:	<input type="text"/>	
* Mailing state:	<input type="text"/>	
* Mailing ZIP code:	<input type="text"/>	
* School shipping address line 1: (2)	<input type="text"/>	
School shipping address line 2:	<input type="text"/>	
* Shipping city:	<input type="text"/>	
* Shipping state:	<input type="text"/>	
* Shipping ZIP code:	<input type="text"/>	
<b>Select Language Preference</b>		
If you do not select a language, the language displayed below will be selected by default		
Select Language:	<input type="text" value="English"/>	
<b>Save Changes</b> 		

## 6. Set up security question / change password

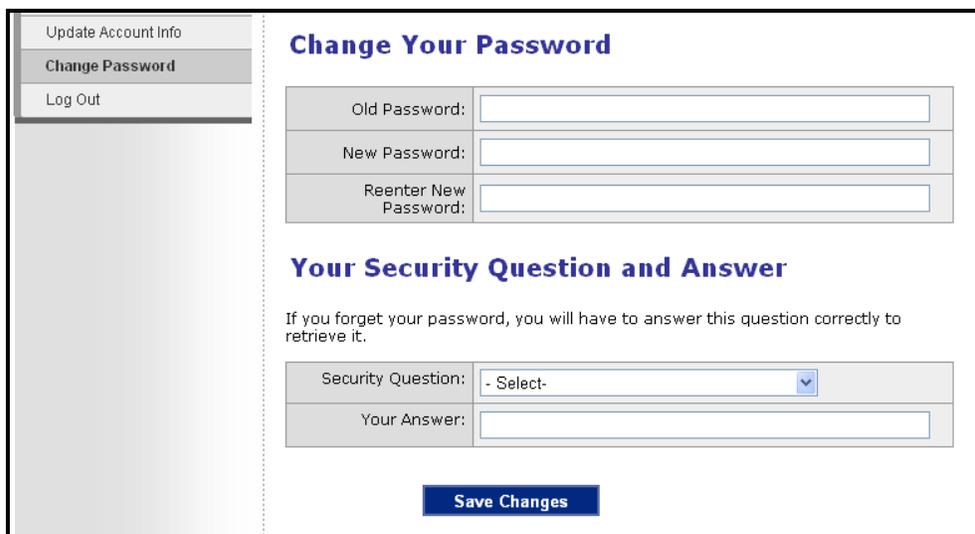
You must set up a security question for your account in order to enable the “Forgot User ID or Password” feature.

Click on the “Change Password” option.



The screenshot shows a navigation menu on the left with three items: "Update Account Info", "Change Password", and "Log Out". A red arrow points to the "Change Password" link. The main content area is titled "Your Registration" and contains a paragraph of text: "Click on the **Launch** button to begin entering your profile information for the Spring 2010 administration of the ACT for State Testing. If you do not complete all the information, you may save your profile and resume at a later time by using the **Return** button. Next will be displayed."

From this screen you can change your password and/or set up a security question. The security question will enable you to retrieve your user ID or password if it is forgotten.



The screenshot shows the "Change Your Password" page. On the left is a navigation menu with "Update Account Info", "Change Password", and "Log Out". The main content area is titled "Change Your Password" and contains three input fields: "Old Password:", "New Password:", and "Reenter New Password:". Below this is a section titled "Your Security Question and Answer" with the text: "If you forget your password, you will have to answer this question correctly to retrieve it." This section includes a "Security Question:" dropdown menu currently set to "- Select-" and a "Your Answer:" text input field. At the bottom of the form is a blue "Save Changes" button.

Select a question from the drop-down menu and type in the answer in the space below. When completed, click “Save Changes.”

**For instructions on retrieving a lost user ID or password, please see Section 12 of this tutorial.**

## 7. Launch the Principal School Information Form

From the Home page, click the "Launch" button to open the School Information form.

Home  
Update Account Info  
Change Password  
Log Out

School Principal PO Box 168 Iowa City IA 52243

### Your Registration

Click on the **Launch** button to begin entering your profile information for the Spring 2010 administration of the ACT for State Testing. If you do not complete all the information, you may save your profile and resume at a later time by using the **Relaunch** button that will be displayed.

When your information has been completed, you must Submit your profile. You will have an opportunity to review the information and to print a copy for your records. Once you have submitted your profile, you will not be able to make any changes to it.

**PRINCIPALS:** The submission deadline for your school information profile is **[insert deadline]**. Please note that the testing staff you appoint will NOT be able to enter their information online until you have completed your school's information in its entirety and submitted it.

**APPOINTED TESTING STAFF:** The submission deadline for your individual Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator profile is **[insert deadline]**.

Title - click a title for details	Date	Next/Options
<a href="#">2010 School Information Profile</a>		<b>Launch</b>

## 8. Enter requested information

Enter your information into the forms. Required data are indicated with asterisks (\*). Data must be entered as is provided in the examples. There are three sections of the form – **School Information**, **Appointment of Testing Staff**, and **Certification and Release**. Use the buttons at the bottom of the page to move back and forth between the sections.

A portion of the **School Information** form:

The screenshot shows a web form titled "2010 School Information Profile" for a "School Principal". On the left is a navigation menu with options: "School Information" (selected), "Appointment of Testing Staff", "Certification and Release", "Review / Print / Submit School Information Profile", and "Exit". The main content area is titled "School Information" and contains two sections: "Attendance Hours" and "Office Hours and Days of Operation". The "Attendance Hours" section includes a text box for "1. Attendance hours (e.g., 8:30 A.M. to 3:15 P.M.)" with asterisks indicating required fields, and input boxes for "A.M." and "P.M." times. The "Office Hours and Days of Operation" section has a text box for "Indicate your school's standard hours and days of operation."

A portion of the **Appointment of Testing Staff** form:

The screenshot shows a form section titled "3. Test Accommodations Coordinator (TAC)". It contains five input fields: "Name", "Job Title", "Phone Number", "Fax Number", and "Email Address". The "Name", "Job Title", and "Email Address" fields are marked with an asterisk (\*). Below the fields is a legend: "\* = Required". At the bottom of the form are three blue buttons: "Previous", "Save", and "Next". Three red arrows point to the "Previous", "Save", and "Next" buttons from below.

## 9. Review completed form

Once you have completed your profile, select “Go to Submit” on the **Certification and Release** form in order to review your information.

Appointment of Testing Staff

Certification and Release

Review / Print / Submit  
School Information Profile

Exit

School Principal 2010 School Information Profile

### Certification and Release

#### School Principal Agreement

I certify that the individuals named on this form meet the required qualifications and will personally carry out the responsibilities of their appointed testing roles, with full support from my office. I have shared, with each named individual, the applicable establishment materials sent to me and have instructed them to read the material and complete their online registration profile forms.

**By entering my name below, I officially indicate my agreement and give my consent to all the above terms and conditions of the School Principal Agreement.**

\* Signature (type name)

\* Date (mm-dd-yyyy)

\* = Required

[Previous](#) [Save](#) [Go to Submit](#)

The next page will allow you to review the data you have entered and edit your information prior to submission by clicking the “Edit” button next to the title of the section you wish to make changes to.

School Information

Appointment of Testing Staff

Certification and Release

Review / Print / Submit  
School Information Profile

Exit

School Principal 2010 School Information Profile

[Printer-Friendly Version](#)

*Review your responses and make any necessary edits.*

*If you wish, print a copy for your records.*

*To submit your School Information Profile, you must click on the **Submit** button at the bottom of this page. Please note that once you click submit, you will not be able to make changes or add information. If you need to make changes after submission, please contact ACT at 800/553-6244 x2800.*

### School Information

[Edit](#)

#### Attendance Hours

Indicate normal attendance hours for students at your school.

1. Attendance hours  
(e.g., 8:30 A.M. to 3:15 P.M.)

to

## 10. Submit completed form

You must click “Submit” in order to complete the form.

Once you have submitted your form, you will not be able to update your information. Contact Services for State Testing online support at 800/553-6244, ext. 2870 if you need to make changes to data you have submitted.

**Certification and Release** Edit

**School Principal Agreement**

I certify that the individuals named on this form meet the required qualifications and will personally carry out the responsibilities of their appointed testing roles, with full support from my office. I have shared, with each named individual, the applicable establishment materials sent to me and have instructed them to read the material and complete their online registration profile forms.

**By entering my name below, I officially indicate my agreement and give my consent to all the above terms and conditions of the School Principal Agreement.**

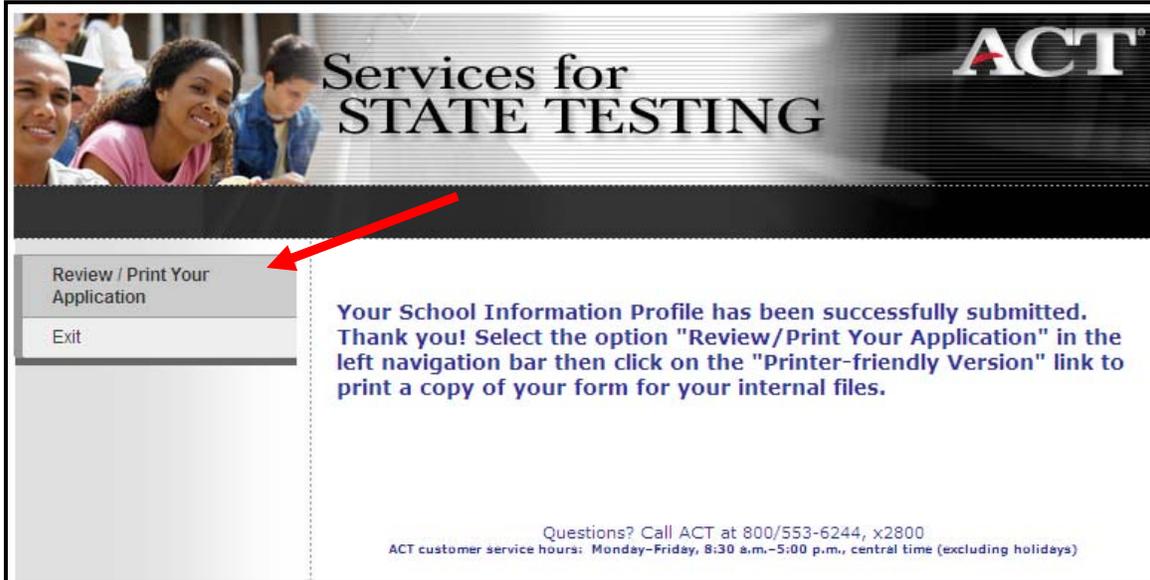
Signature (type name)

Date (mm-dd-yyyy)

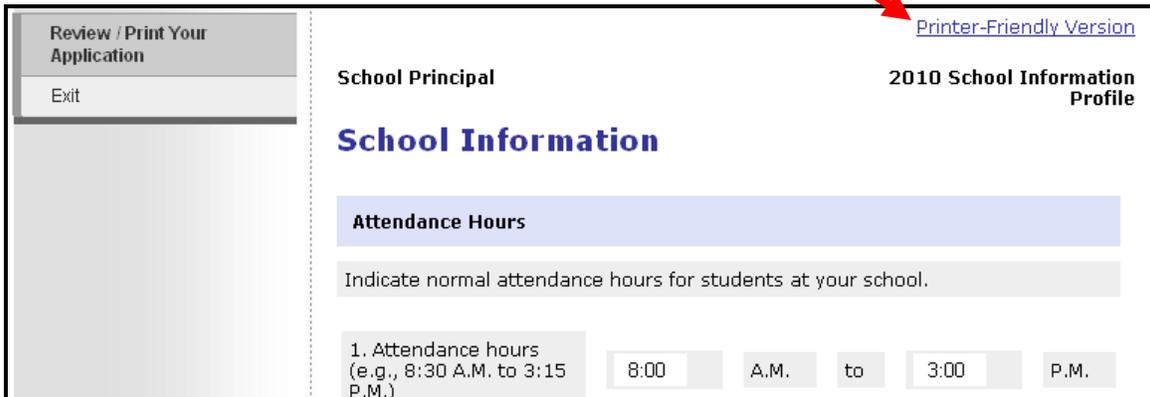
**Submit** ←

## 11. Print completed form for your records

After submitting your form, select the option to "Review / Print Your Application" in the left navigation bar then click on the "Printer-Friendly Version" link to print a copy of your form for your files.



The screenshot shows the top of the ACT Services for STATE TESTING dashboard. The header includes the ACT logo and the text "Services for STATE TESTING". Below the header is a navigation bar with two options: "Review / Print Your Application" and "Exit". A red arrow points to the "Review / Print Your Application" option. The main content area displays a success message: "Your School Information Profile has been successfully submitted. Thank you! Select the option 'Review/Print Your Application' in the left navigation bar then click on the 'Printer-friendly Version' link to print a copy of your form for your internal files." At the bottom, there is contact information: "Questions? Call ACT at 800/553-6244, x2800" and "ACT customer service hours: Monday-Friday, 8:30 a.m.-5:00 p.m., central time (excluding holidays)".



The screenshot shows the "School Information Profile" form. The navigation bar on the left has "Review / Print Your Application" and "Exit" options. A red arrow points to the "Printer-Friendly Version" link in the top right corner. The main content area is titled "School Information" and includes a section for "Attendance Hours". Below this section, there is a text box with the instruction: "Indicate normal attendance hours for students at your school." Below the text box, there is a form for entering attendance hours. The form includes a label "1. Attendance hours (e.g., 8:30 A.M. to 3:15 P.M.)" and input fields for the start time (8:00), the time of day (A.M.), the word "to", the end time (3:00), and the time of day (P.M.).

## 12. Retrieve forgotten User ID or Password

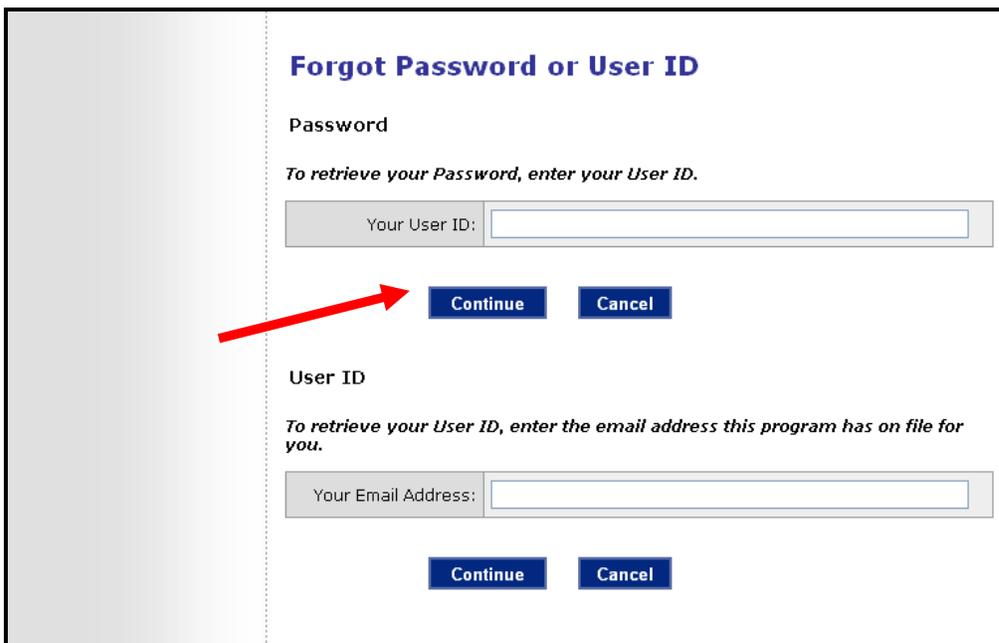
To use this feature, you must have a security question set up – see Section 6 for details.

Click “Forgot User ID or Password” on the login screen.



### If you have forgotten your Password

Enter your User ID and click “Continue.”



Enter the answer to your security question and click "Continue."



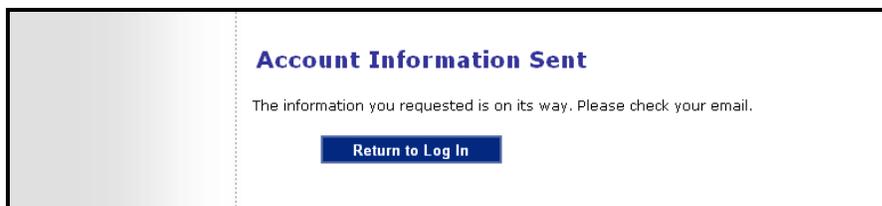
**Security Question**

*Your Answer*

Your Security Question:	What is your pet's name?
Answer:	<input type="text"/>

[Continue](#) [Cancel](#)

Your password will be sent to your email address.



**Account Information Sent**

The information you requested is on its way. Please check your email.

[Return to Log In](#)

### If you have forgotten your User ID

Enter your email address and click "Continue." Your User ID will be sent to your email address.



**Forgot Password or User ID**

**Password**

*To retrieve your Password, enter your User ID.*

Your User ID:	<input type="text"/>
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[Continue](#) [Cancel](#)

**User ID**

*To retrieve your User ID, enter the email address this program has on file for you.*

Your Email Address:	<input type="text"/>
---------------------	----------------------

[Continue](#) [Cancel](#)





