



# **ACT State Testing Online Services Tutorial**

Test Accommodations Coordinator Version



# Test Accommodations Coordinator (TAC) Online Profile Form

## *Introduction*

The Test Accommodations Coordinator Online Profile Form collects important information about the estimated number of students who may be testing with alternate forms.

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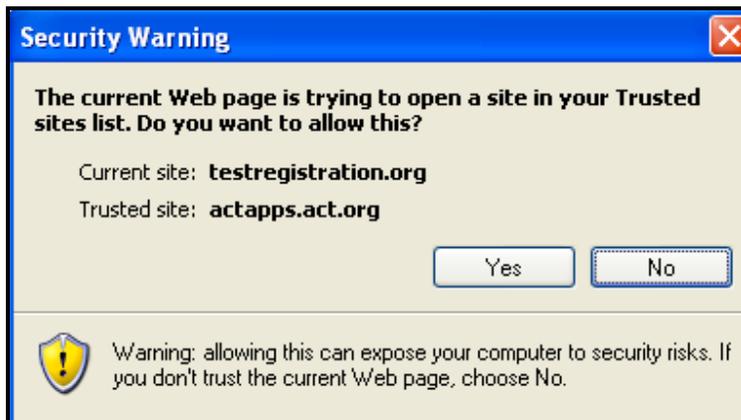
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## 1. *Security warning message option*

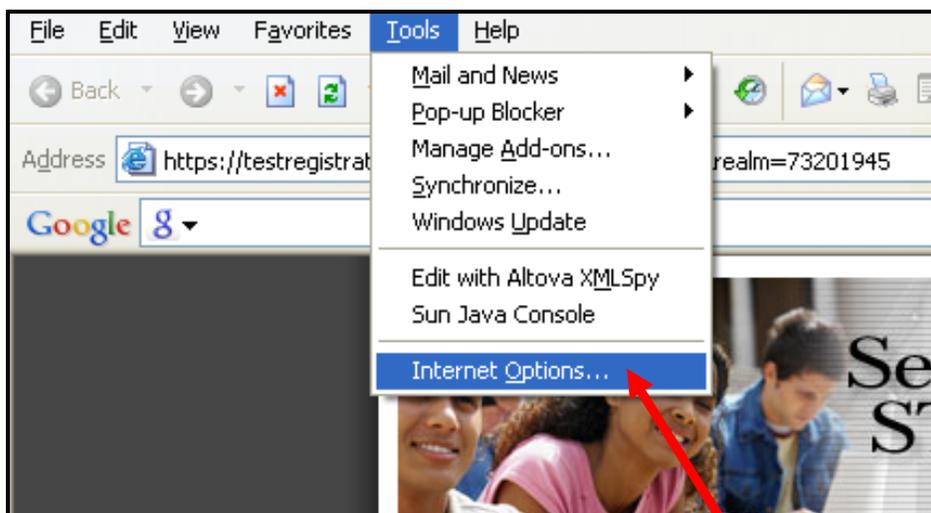
When using the online registration website, you may receive a Windows Internet Explorer Security Warning pop-up message similar to the one displayed below. You can follow the steps provided in this section to disable the pop-up message from displaying when working in your account.

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.

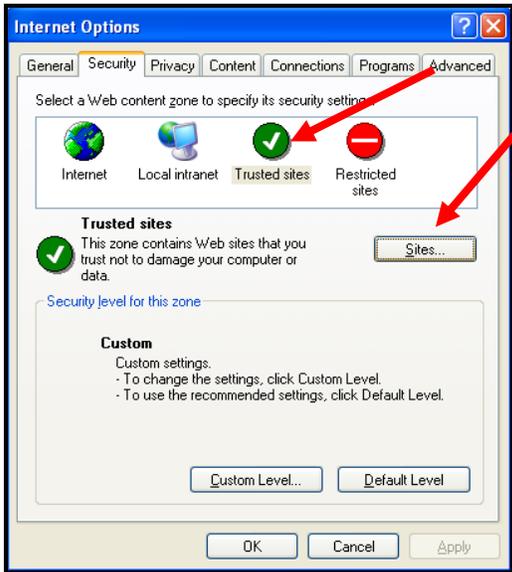


### To disable the Security Warning

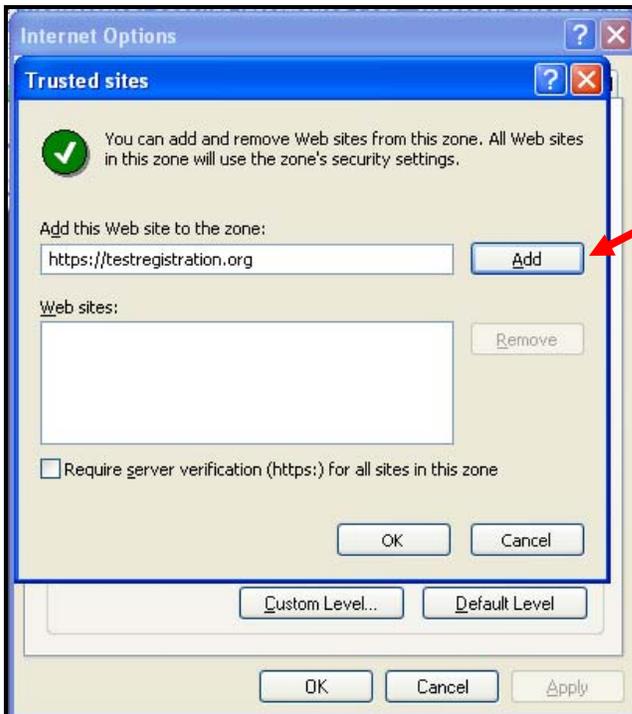
In Internet Explorer, Select "Tools" and "Internet Options" from the menu bar.



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 selected by your principal to serve as one of the appointed testing staff for your school - Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator for the Spring 2010 administration of the ACT for State Testing. You are now registered with the ACT State Testing online system so you may complete and submit your profile information online.

Please review the packet of establishment information provided to you by your principal. Enclosed materials include *Standard Testing Requirements, Test Administration Policies for the ACT State Testing, Qualifications and Responsibilities*, as well as 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 reference throughout the 2009-2010 testing cycle. If you forget your password, you can click on the "Forgot User ID or Password?" link on the login page.

The submission deadline for your individual Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator profile is **(deadline)**.

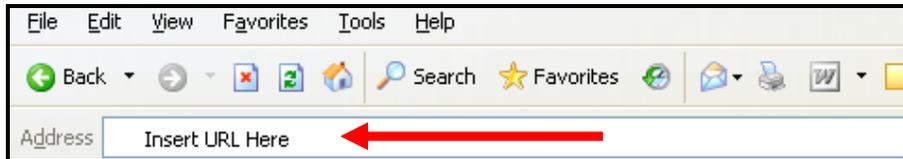
Thank you,

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 that says "Forgot User ID or Password?". Below these fields is a blue "Login" button. At the bottom of the page, there is a copyright notice: "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	Test Accommodations Coordinator
<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:	Test
Last Name:	Accommodations Coordinator
* 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" value=""/>
* 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" value=""/>
* 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"/>
<input type="button" value="Save Changes"/> 	

## 6. *Set up security question / change password*

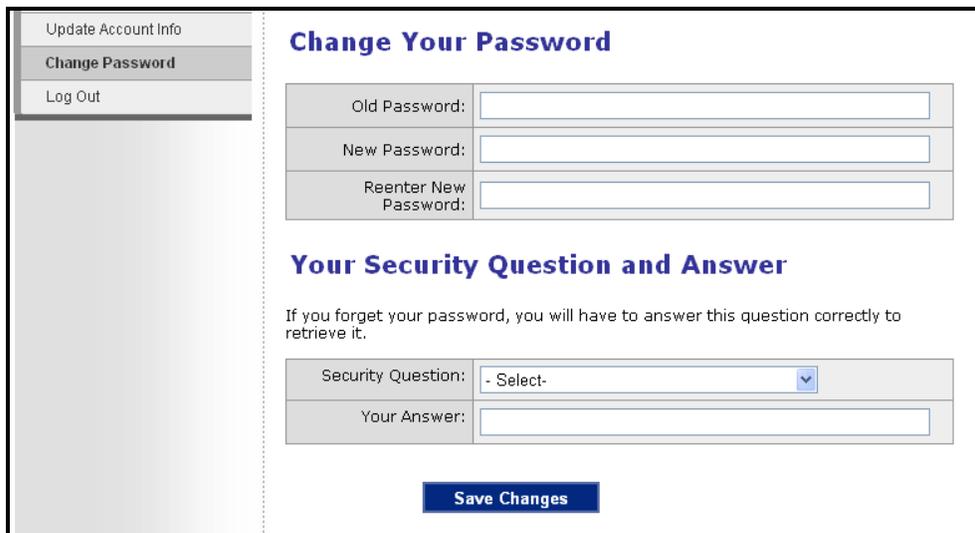
You must set up a security question for your account in order to enable the “Forgot User ID or Password” feature.

Click on the “Change Password” option.



The screenshot shows a web interface with a sidebar on the left containing three links: "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

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. The sidebar on the left has "Change Password" selected. The main content area has a title "Change Your Password" and three input fields: "Old Password:", "New Password:", and "Reenter New Password:". Below this is a section titled "Your Security Question and Answer" with the instruction: "If you forget your password, you will have to answer this question correctly to retrieve it." This section contains a "Security Question:" dropdown menu (currently showing "- 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 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 TAC Profile Form

From the Home page, click the “Launch” button to open the TAC profile form.

The screenshot shows a web application interface for a Test Accommodations Coordinator. On the left is a navigation menu with links for Home, Update Account Info, Change Password, and Log Out. The main content area is titled 'Your Registration' and contains instructions on how to use the 'Launch' and 'Relaunch' buttons. It also includes deadlines for Principals and Appointed Testing Staff. At the bottom, there is a table with columns for Title, Date, and Next/Options. A red arrow points to the 'Launch' button in the 'Next/Options' column of the '2010 TAC Profile' row.

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

## 8. *Enter requested information*

Enter your information into the form. Required data are indicated with asterisks (\*). There is one section in the form.

A portion of the **Test Accommodations Coordinator** form:

<b>Test Accommodations Coordinator Profile</b>	<b>Test Accommodations Coordinator</b>	<b>2010 TAC Profile</b>
Review / Print / Submit Test Accommodations Coordinator Profile	<b>Test Accommodations Coordinator Profile</b>	
Exit	* All requests for extended time testing and/or alternate test formats for the ACT must be approved by ACT. Please provide an estimate of the number of requests you anticipate submitting. - Select - <input type="button" value="v"/>	

## 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.

**Test Accommodations Coordinator's Agreement**

I certify that I meet the required qualifications and will personally carry out the responsibilities of Test Accommodations Coordinator at this school for 2010. I agree to take all steps necessary to submit forms and documentation to ACT by the deadlines provided on the Accommodations Checklist of Dates.

I agree to take all steps necessary to arrange for appropriate testing facilities and test material security.

I understand and agree that during my term as coordinator, neither I nor any member of my testing staff will engage in any ACT test preparation activities beyond our specifically defined school responsibilities.

I agree to read and comply with all ACT test administration policies, including all those listed in the Supervisor's Manual State Special Testing.

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

\* Signature (type name)

\* Date (mm-dd-yyyy)

\* = Required

[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.

Test Accommodations Coordinator Profile

[Printer-Friendly Version](#)

**Test Accommodations Coordinator** 2010 TAC Profile

*Review your responses and make any necessary edits.*

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

*To submit your Test Accommodations Coordinator 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.*

**Test Accommodations Coordinator Profile** [Edit](#)

All requests for extended time testing and/or alternate test formats for the ACT must be approved by ACT. Please provide an estimate of the number of requests you anticipate submitting.

1 - 10

## 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.

**Test Accommodations Coordinator's Agreement**

I certify that I meet the required qualifications and will personally carry out the responsibilities of Test Accommodations Coordinator at this school for 2010. I agree to take all steps necessary to submit forms and documentation to ACT by the deadlines provided on the Accommodations Checklist of Dates.

I agree to take all steps necessary to arrange for appropriate testing facilities and test material security.

I understand and agree that during my term as coordinator, neither I nor any member of my testing staff will engage in any ACT test preparation activities beyond our specifically defined school responsibilities.

I agree to read and comply with all ACT test administration policies, including all those listed in the Supervisor's Manual State Special Testing.

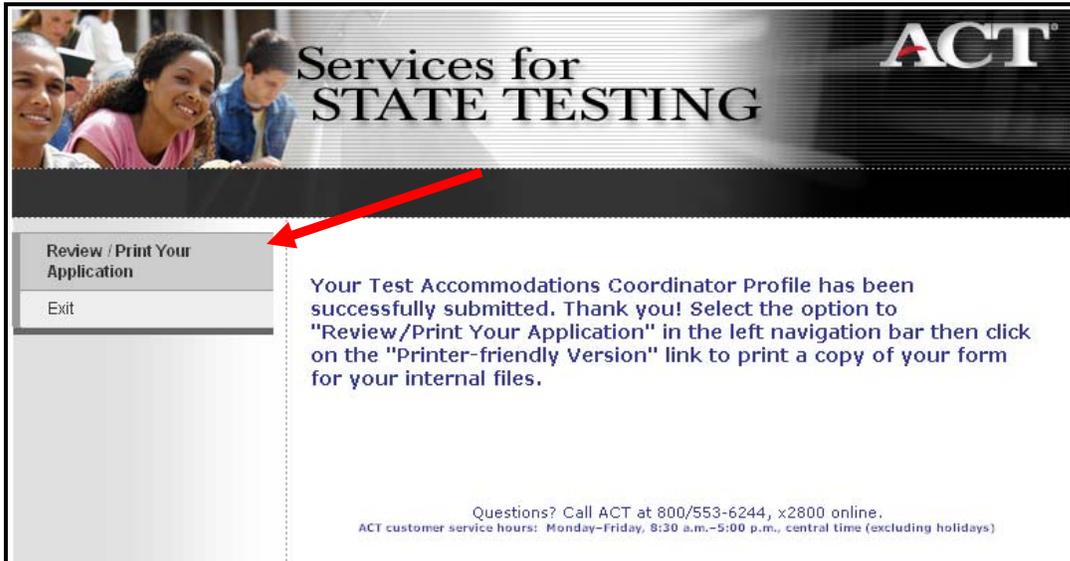
**By entering my name below, I officially indicate my agreement and give my consent to all the above terms and conditions of the Test Accommodations Coordinator Agreement.**

Signature (type name)	Test Accommodations Coordinator
Date (mm-dd-yyyy)	07-13-2009

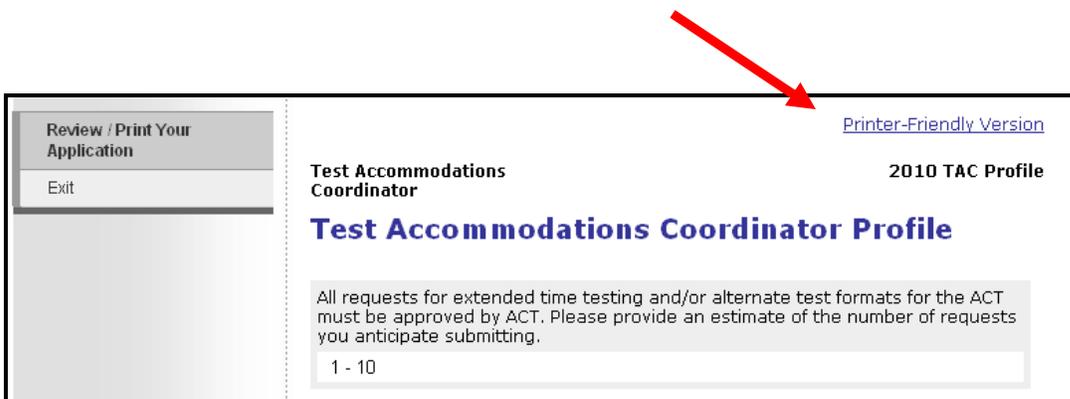
Submit

## 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 website with the header "Services for STATE TESTING" and the ACT logo. Below the header is a navigation menu with two items: "Review / Print Your Application" and "Exit". A red arrow points to the "Review / Print Your Application" item. The main content area contains a confirmation message: "Your Test Accommodations Coordinator Profile has been successfully submitted. Thank you! 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 internal files." At the bottom, there is contact information: "Questions? Call ACT at 800/553-6244, x2800 online. ACT customer service hours: Monday-Friday, 8:30 a.m.-5:00 p.m., central time (excluding holidays)".



The screenshot shows the "Test Accommodations Coordinator" profile page. The navigation menu on the left is the same as in the previous screenshot. A red arrow points to a blue link labeled "Printer-Friendly Version" in the top right corner of the main content area. The main content area displays "Test Accommodations Coordinator" and "2010 TAC Profile" in bold. Below this is the title "Test Accommodations Coordinator Profile" in a larger blue font. A text box contains the instruction: "All requests for extended time testing and/or alternate test formats for the ACT must be approved by ACT. Please provide an estimate of the number of requests you anticipate submitting." At the bottom of the text box is a white input field containing the number "1 - 10".

## 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.



Services for  
STATE TESTING

ACT

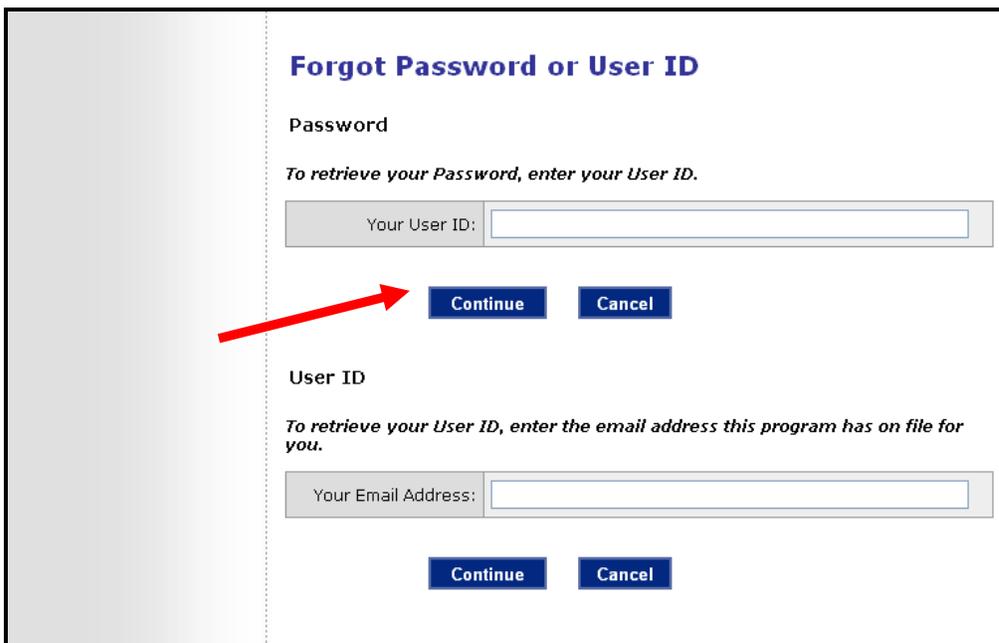
User ID:

Password:  [Forgot User ID or Password?](#)

Login

### If you have forgotten your Password

Enter your User ID and click “Continue.”



**Forgot Password or User ID**

Password

To retrieve your Password, enter your User ID.

Your User ID:

Continue Cancel

User ID

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

Your Email Address:

Continue Cancel

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

Security Question	
<b>Your Answer</b>	
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:

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

**User ID**

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

Your Email Address:

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





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