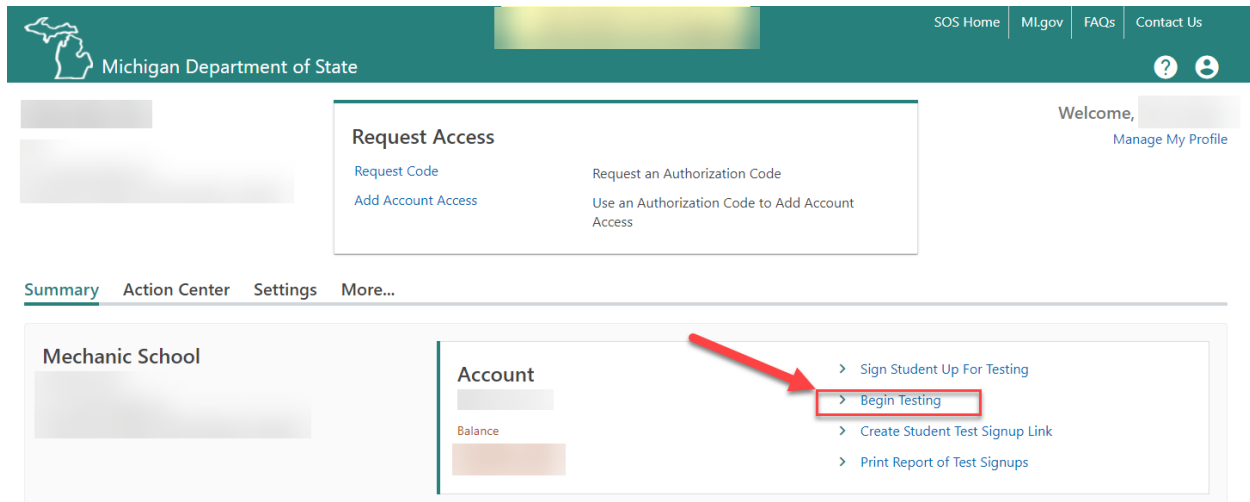


# Michigan Secretary of State Automotive School Mechanic Testing Program

## How to start a test on a computer testing station

1. To start a test at a computer testing station, you must first:
  - a. Launch the test from eServices on the instructor computer, and;
  - b. Have at least one testing station booted and waiting to receive a test.

To start a test, select the “Begin Testing” hyperlink.



The screenshot displays the Michigan Department of State eServices interface. At the top, there is a green header with the Michigan Department of State logo and navigation links for SOS Home, MI.gov, FAQs, and Contact Us. Below the header, a 'Request Access' section contains links for 'Request Code' and 'Add Account Access'. A navigation menu includes 'Summary', 'Action Center', 'Settings', and 'More...'. The main content area shows a 'Mechanic School' profile with an 'Account' section. A red arrow points to the '> Begin Testing' link, which is highlighted with a red box. Other links in the account section include '> Sign Student Up For Testing', '> Create Student Test Signup Link', and '> Print Report of Test Signups'.

2. Under the question “Would you like to print these exams or send them to the testing station?”, select the “Test Station” button to send the test to a test station. **NOTE: For the time being do not select more than 1 test per person.**

The screenshot shows the 'Exam Selection' screen. At the top, there are two progress indicators: 'Begin Exams' (active) and 'Review and Submit'. Below this, the 'Exam Selection' section contains the following text: 'Please select the exams you would like to begin below. You should receive an alert or notification about the status of these exams shortly after submitting this request. It will allow you to print off the exams if you sent them for printing.' Below the text is the question: 'Would you like to print these exams or send them to the testing station? \*'. There are two buttons: 'Print Exams' and 'Test Station'. The 'Test Station' button is highlighted with a red box, and a red arrow points to it from the right. Below the buttons is a table with columns 'Exam Type' and 'Exam Status'. The table contains three rows, each with a checkbox and the text 'U - HDT - Suspension and Steering Systems'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

3. Select the “Select Test Station” hyperlink under the “Test Station” heading.

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4. A pop up will appear that lists all available testing stations. (In this case there are 3, but you will probably have a list of many options) Select the station you wish to send the test to.

Available Test Stations ☰ 🌐 ✕

Please select a test station for

<input checked="" type="radio"/>	0001
<input type="radio"/>	0005
<input type="radio"/>	0011

Cancel OK

5. The test will appear on the station to which it was sent and the tester can start testing immediately. **Note: If you encounter an issue with a test, such as the testing station freezing or crashing, contact the MDOS Business Licensing Section (BLS) before doing anything further for that person. Do not send another test to a testing station for that person until the initial issue has been resolved.**