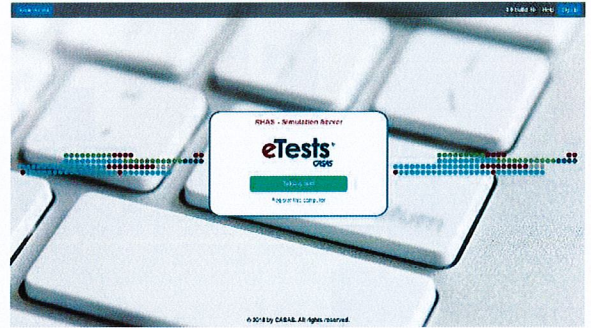


Steps to Register Stations

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	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Miami Dade	https://etestsonline.org/MiamiDade/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/

- ❖ 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](#)

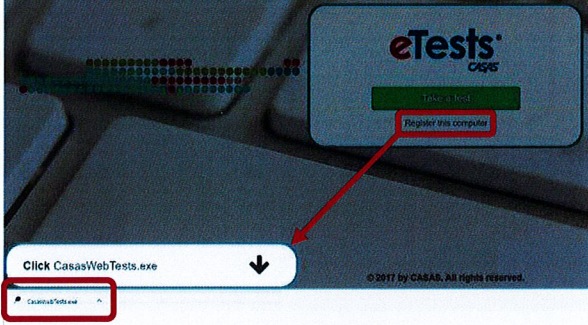
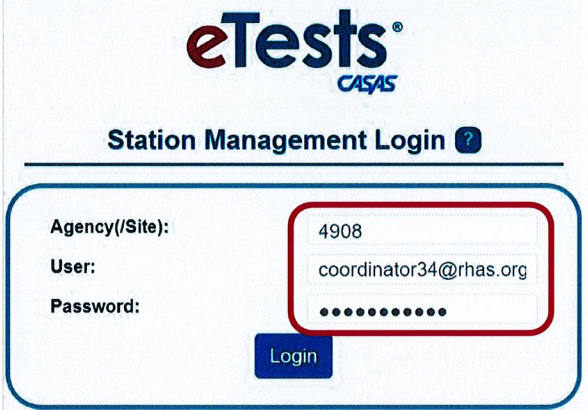
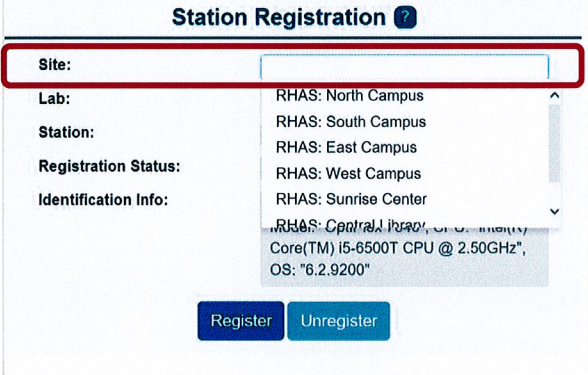
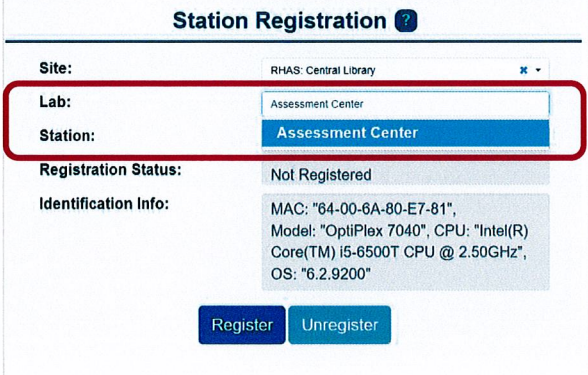
For iPads,

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



STEP 1: Initiate Station Registration

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

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

Step	Screen	Description
6.		<ul style="list-style-type: none"> Enter the Station Name for your computer. <ul style="list-style-type: none"> Use two-digits for single-numbered stations (recommended).
7.		<ul style="list-style-type: none"> Click Register.
8.		<p>← The pop-up message at left displays after the first person <u>initiates</u> Station Registration.</p> <ul style="list-style-type: none"> Click OK.

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.		<ul style="list-style-type: none"> From Station Management Login, <ul style="list-style-type: none"> Enter your Agency ID. Enter your User name. Enter your Password. After entering User credentials, Click Login.

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

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