



CollegeBoard

ACCUPLACER®

Steps to Create A Standard/Print Voucher

The information that follows include step-by-step instructions for generating a Standard/Print voucher.

Use this type of voucher in these scenarios:

- Face to Face Proctoring (optional)
- Large Group Proctoring
- Video Web Chat Service (i.e. Zoom, Microsoft Teams)

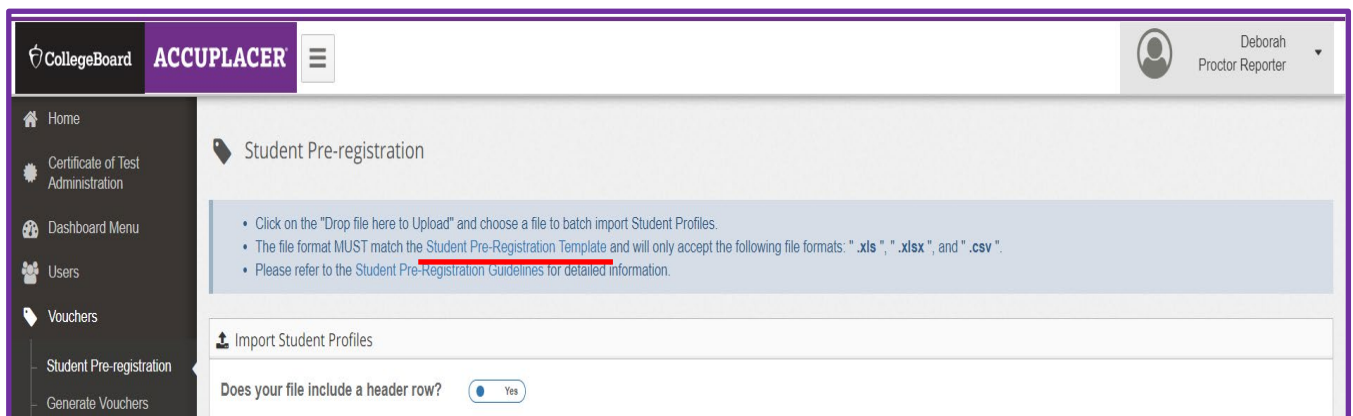
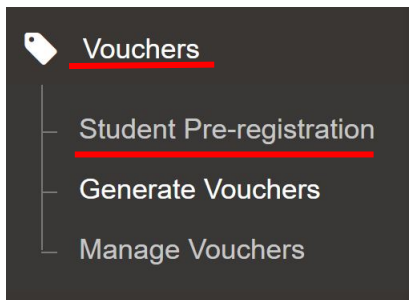
There are 3 methods for creating vouchers:

- Pre-registration
- Create Single Student Record
- Find Student

Log on to <https://accuplacer.org> and log on as Site Manager, Proctor Reporter or Proctor.

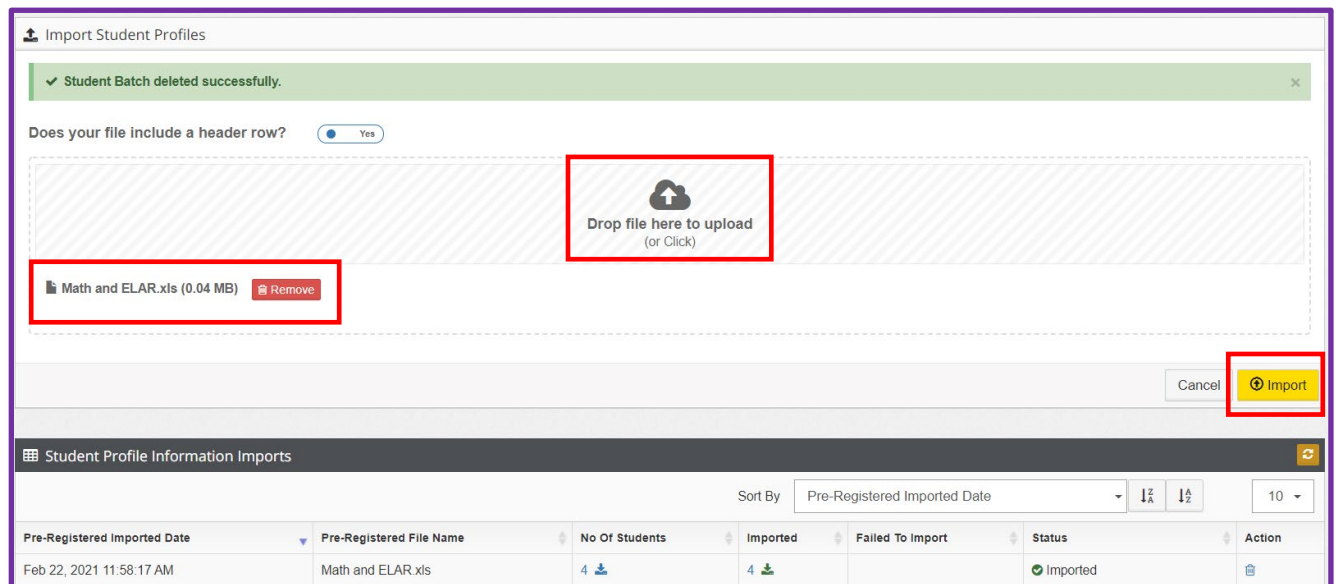
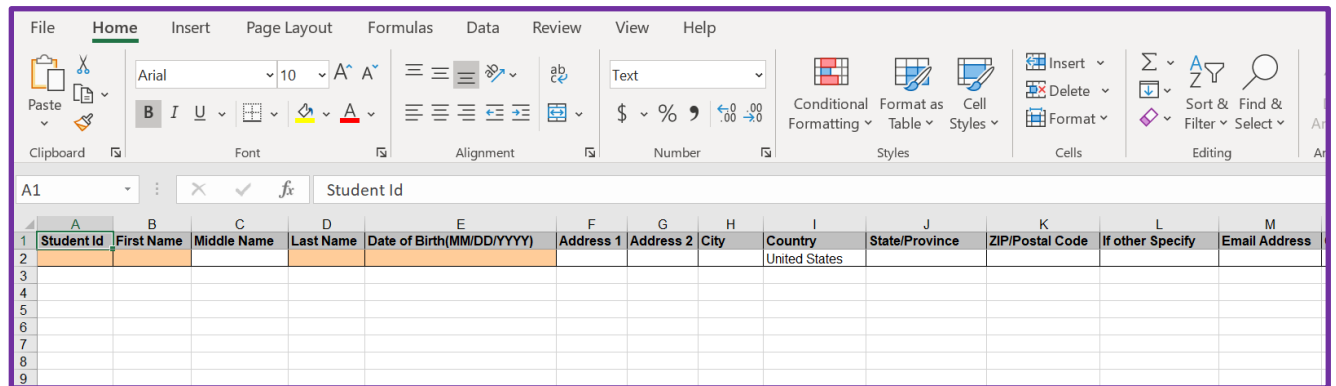
Pre-Registration (Use this option if you have multiple students who need vouchers)

1. Follow these steps to begin:
 - Click Vouchers
 - Click Student Pre-registration
 - Open Student Pre-Registration Template



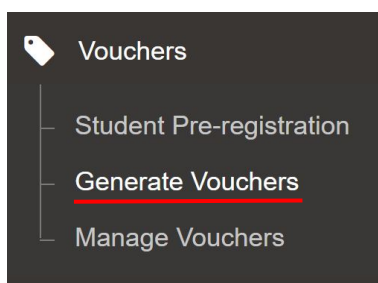
2. Steps to complete and import the template:

- This information is required: Student ID#, First Name, Last Name, Date of Birth
- Next save the template
- Then import template—click on “black” cloud, find file, click Import. File will appear below black bar.



3. Steps to Generate Voucher:

- Click Generate Voucher



4. Steps to Assign Branching Profile:

- Select file from Load Pre-Registered Student Records
- Select Voucher Type—Standard Print
- Put a checkmark next to student name then Select Branching Profile
 - If all students are taking same branching profile, put checkmark in top square to select all names, then click 'Select Branching Profile' then click the 'Apply to All' button.
 - If students are taking different branching profiles, put checkmark next to name(s), then click 'Select Branching Profile' then click the 'Apply to Selected' button.

Generate Voucher

Generate Voucher

Load Pre-Registered Student Records

Math and ELAR.xls | 25-Feb-2021, 11:18:50 AM

Select Voucher Type

Standard/Print Voucher

Select Voucher Expiration

90 Days

Reset

Generate Voucher

Students List

Remove Students

Create Single Student Record

Find Students

Export Options

Print

Print All

Select Branching Profile

Apply To Selected

Apply To All

10

	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No.	Expires On
<input checked="" type="checkbox"/>	+ 555666	Douglas	Anderson	01-Jan-2001				26-May-2021
<input checked="" type="checkbox"/>	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001				26-May-2021
<input checked="" type="checkbox"/>	+ 9998887777	Deborah	Anderson	02-Jan-1999				26-May-2021

Students List

Remove Students

Create Single Student Record

Find Students

Export Options

Print

Print All

Select Branching Profile

Apply To Selected

Apply To All

10

	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No.	Expires On
<input type="checkbox"/>	+ 555666	Douglas	Anderson	01-Jan-2001				26-May-2021
<input type="checkbox"/>	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001				26-May-2021
<input checked="" type="checkbox"/>	+ 9998887777	Deborah	Anderson	02-Jan-1999				26-May-2021

Students List

Remove Students

Create Single Student Record

Find Students

Export Options

Print

Print All

** 01. TSIA2 Complete Test - ELAF

Apply To Selected

Apply To All

10

	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No.	Expires On
<input type="checkbox"/>	+ 555666	Douglas	Anderson	01-Jan-2001		** 01. TSIA2 Complete Test - ELA R & Math		26-May-2021
<input type="checkbox"/>	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001		** 01. TSIA2 Complete Test - ELA R & Math		26-May-2021
<input type="checkbox"/>	+ 9998887777	Deborah	Anderson	02-Jan-1999		** 01. TSIA2 Complete Test - ELA R & Math		26-May-2021

5. Generate Voucher:

- Select all students and click Generate Voucher

	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No.	Expires On
<input type="checkbox"/>	+ 555666	Douglas	Anderson	01-Jan-2001		** 01. TSIA2 Complete Test - ELA R & Math	2T524BGB	26-May-2021
<input type="checkbox"/>	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001		** 01. TSIA2 Complete Test - ELA R & Math	RX726Y3X	26-May-2021

Generate Single Student Record: (Use this option if you have 1 new student who needs a voucher)

- Click Generate Voucher
- Click Generate Single Student Record

Generate Voucher

Load Pre-Registered Student Records: Select Pre-Registered Students

Select Voucher Expiration: 90 Days

Select Voucher Type: Standard/Print Voucher

Reset Generate Voucher

Students List: + Create Single Student Record Find Students Export Options Print Print All

Complete all * fields

- Click Create
- Repeat Steps 3-5 from above

Create Student

* First Name: Deborah Middle Name: Lynn * Last Name: Anderson

Address 1: 4136 Warbler Drive Address 2:

* Country: United States * State: Colorado If Other Specify:

City: Fort Collins ZIP/Postal Code: 80526 Email: danderson-nonemp@collegeboard.org

* Student ID: 9998887776 * Confirm Student ID: 9998887776 Supplemental Student ID ?

Home Phone Number: 9702299290 Mobile Phone Number: XXX-XXX-XXXX * Date of Birth: 01/01/2001

* Gender: I choose not to answer * How do you describe yourself?: I choose not to answer

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Close Create

Find Students (Use this option for students already in your database)

- Click Generate Voucher
- Click Find Students

The screenshot shows the 'Generate Voucher' interface. It includes fields for 'Load Pre-Registered Student Records', 'Select Voucher Expiration', 'Select Voucher Type', and 'Selected Remote Site'. At the bottom, there is a toolbar with buttons: '+ Create Single Student Record', 'Find Students' (highlighted with a red box), 'Export Options', 'Print', and 'Print All'.

- Type in Last Name or Student ID
- Click Search
- Put checkmark next to student name
- Click Add
- Repeat Steps 3-5 from above

The screenshot shows the 'Find Students' search results interface. It includes fields for 'Institution Name', 'Site Name', 'Student Created Date From', 'Student Created Date To', 'Student ID', 'Supplemental Student ID', 'First Name', and 'Last Name'. The 'Last Name' field is highlighted with a red box and contains the text 'Anderson'. Below the search fields is a 'Search' button (highlighted with a red box). The search results are displayed in a table with columns: Student ID, Supplemental Student ID, First Name, Last Name, Date of Birth, and Preregistered. The first row is highlighted with a red box and has a checkmark in the 'Student ID' column. At the bottom right, there is a 'Close' button and an 'Add' button (highlighted with a red box).

Student ID	Supplemental Student ID	First Name	Last Name	Date of Birth	Preregistered
<input checked="" type="checkbox"/> 1234567893		Deborah	Anderson	01-01-2001	Y
<input type="checkbox"/> 1234567813		Deborah	Anderson	01-01-2001	Y
<input type="checkbox"/> 9998887777		Deborah	Anderson	01-02-1999	Y
<input type="checkbox"/> 9998887776		Deborah	Anderson	01-01-2001	N
<input type="checkbox"/> 555666		Deborah	Anderson	01-01-2001	Y