CollegeBoard ACCUPLACER

Steps for a Proctor to Administer ACCUPLACER with Standard Print Vouchers

1. Log on to https://accuplacer.org. From the login screen, please enter the username and password provided to you to login as a Proctor Reporter or Proctor:

Username:			
Password:			
CollegeBoard ACCUPLACER			Lisemanne Password Ol.opn Fogor yw Usemant ¹ Fogor yw Usemant ¹
Welcome Platform To learn more about the ACC	to the ACCUPLACER [®] JPLACER program, please visit our website at accepters collegebased or	A vXCUTPLACET acasis has been summing the set of appendix acasis in highligh brown or 222 or Place Data is Support licker	dar bi a platform security violation. The ACOLPLACER
	Start Test with Voucher Fast If you are procharing a student who in taking a lest with a Exposite the student pre- voucher, please click the builton below to begin. Trac Use Voucher Fast Tr	Track Student Portal esting process via the Fast Access your ACCURACER test results, download free practice resources, or find a testing location door to home. Information for Students.	
	Request an Account - For Institutions ONLY Dees your institution need an account to access the ACCUPLACER system? New Institution Registration	Verify System Requirements Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests. Verify System	
	© 2021 College Board I version: 2.1	0 1002 I Click here to contact support	

2. After logging on you may have a "What's New?" message pop up initially; please exit this screen. Click on "Dashboard Menu" (located on the Navigation Panel), click on "Test Center Management".

est Center Management	08/20/2015	â	Today							
ist Genter management										
ers	O Live Stats									
uchers			-				0	000		
minister Test	0		2		2		2		968	
ports	ACTIVE SESSIONS		SESSIONS STAR	TED TODAY	SESSIONS COMPLETED TODAY		UNITS USED TODAY	U	UNITS REMAINING	
sources										
der Tests	in the second se									
lp & Information	H Today's Sess	sions								-
elp & Information	Image: Today's Sess All Awaiting	a Approval	Active Completed	Q Filter						
Ip & Information	Image: Today's Sess All Awaiting	sions Approval	Active Completed	Q Filter						[
Ip & Information	Mutti-Action -	First Name	Active Completed	Q Filter	Start Date	End Date 🏺	Branching Profile 🔶	Current Status	Status Details	¢ Ac
ip & Information	Today's Sess All Awaiting Multi-Action -	First Name test	Active Completed	QFilterStudent ID15151515	Start Date 🔶 08/20/2015 03:48 PM	End Date 🏺	Branching Profile P Reading Comp & Sent ence SKills	Current Status Awaiting Approval	🔶 Status Details	¢ Ac
ip & information	田 Today's Sess	Approval First Name test	Active Completed	Q Filter Student ID 15151515	Start Date	End Date 🍦	Branching Profile	Current Status Awaiting Approval	Status Details	Ac

3. Click 'Awaiting Approval,' click 'Multi-Action' from the dropdown menu. Please make sure that the "Select All" box is checked, and then click 'Approve Request.' Refresh the screen by clicking the refresh arrows indicated by the green arrow. Repeat this process until all students have been approved.

Home	oard Monu	🚳 Test Center Management 🗧								
Tasto		06202015 🖬 Today								
- Test Ce	enter management									
Users		O Live Stats								
Vouche		0	2	2	2	000				
Admini	ister Test	U	2	2	2	968				
all Report		ACTIVE SESSIONS	SESSIONS STARTED TODAY	SESSIONS COMPLETED TODAY	UNITS USED TODAY	UNITS REMAINING				
Resource										
P Order	Tests	🛗 Today's Sessions								
Help &	Information	All Awaiting Approval Active Co	mpleted Q Filter				10 \$			
	G									
		Multi-Action - First Name	Last Name 🔶 Student ID	Start Date	ranching Profile	Status Details	Actions			
		Select All		Showing 0 to 0 of 0 records						
		Approve Request First Prev 1 Next Last								
			For support,	please contact 868-607-6223, email info@accuplacer.org, or s	tart a live chat. © 2015 The College Board					