



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: _____



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”.



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.

The screenshot displays the 'Test Center Management' dashboard. At the top, there is a navigation bar with a 'Test Center Management' header and a refresh icon (green arrow) highlighted by a purple arrow. Below the header, there is a date selector set to '08/20/2015' and a 'Today' button. The main content area features a 'Live Stats' section with five cards: 'ACTIVE SESSIONS' (0), 'SESSIONS STARTED TODAY' (2), 'SESSIONS COMPLETED TODAY' (2), 'UNITS USED TODAY' (2), and 'UNITS REMAINING' (968). Below the stats is a 'Today's Sessions' table. The table has a 'Multi-Action' dropdown menu highlighted by a purple box. The dropdown menu is open, showing 'Select All' (checked) and 'Approve Request' options. The table columns include 'First Name', 'Last Name', 'Student ID', 'Start Date', 'End Date', 'Branching Profile', 'Current Status', 'Status Details', and 'Actions'. The table is currently empty, showing 'Showing 0 to 0 of 0 records'. A footer at the bottom provides support contact information: 'For support, please contact 866-607-5223, email info@accuplacer.org, or start a live chat. © 2015 The College Board'.