

## Step 1

### 1. Please confirm your testing centers

Please confirm your testing centers.

- ✓ 9998-090 RCU - Testing District B SEC
- ✓ 9999-090 RCU - Testing District A PS
- 9997-090 RCU - Testing District C Middle School

Add a testing center: [?](#)

Select:	V
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Confirm

You selected two testing centers. Is this correct?

- ✓ 9998-090 RCU - Testing District B SEC
- ✓ 9999-090 RCU - Testing District A PS

Edit      Confirm

2. Districts-Schools testing at your location

Districts-schools testing at your testing centers:	
9998-090 RCU - Testing District B SEC	
<ul style="list-style-type: none"><li>✓ 9998-090 RCU - Testing District B SEC</li><li>✓ 9998-004 RCU - Starkville Location</li><li><input type="checkbox"/> 9998-008 RCU - Wood College Location</li><li><input type="checkbox"/> 9998-020 RCU - CVM Location</li><li>✓ 9998-040 RCU - Sportsplex Location</li></ul>	
Add a district-school: <a href="#">?</a>	
Select:	<input type="button" value="V"/>
9999-090 RCU - Testing District A PS	
<ul style="list-style-type: none"><li>✓ 9999-090 RCU - Testing District A PS</li></ul>	
Add a district-school: <a href="#">?</a>	
Select:	<input type="button" value="V"/>
<input type="button" value="Confirm"/>	

You selected four districts-schools. Is this correct?

- ✓ 9998-090 RCU - Testing District B SEC
  - ✓ 9998-090 RCU - Testing District B SEC
  - ✓ 9998-004 RCU - Starkville Location
  - ✓ 9998-040 RCU - Sportsplex Location
  
- ✓ 9999-090 RCU - Testing District A PS
  - ✓ 9999-090 RCU - Testing District A PS

Edit

Confirm

- 3. Courses at your location
  - a. Verify existing
  - b. Add / Remove

Courses tested at your locations:	
<b>9998-090 RCU - Testing District B SEC</b>	
<input type="checkbox"/> 999999 Fishing <input type="checkbox"/> 999000 Fish Hatching <input checked="" type="checkbox"/> 970907 Knitting	
Add a course: <a href="#">?</a>	
Select:	V
<b>9999-090 RCU - Testing District A PS</b>	
<input checked="" type="checkbox"/> 22222Y2-2015 Cooking Fish <input checked="" type="checkbox"/> 22222Y1-2015 Catching Fish <input type="checkbox"/> 22334Y2-2015 Knitting Garments	
Add a course: <a href="#">?</a>	
Select:	V
<b>Confirm</b>	

You selected three courses. Is this correct?

- ✓ 9998-090 RCU - Testing District B SEC
  - ✓ 970907 Knitting
  
- ✓ 9999-090 RCU - Testing District A PS
  - ✓ 22222Y2-2015 Cooking Fish
  - ✓ 22222Y1-2015 Catching Fish

Edit

Confirm

4. Teachers at your testing centers

Teachers at your testing centers:			
9998-090 RCU - Testing District B SEC			
Last Name	First Name	License #	Email
<input checked="" type="checkbox"/> Arumugam	Nithya	112233	nithya.arumu...
<input type="checkbox"/> Brown	Ashley	223344	ashley.brown...
9999-090 RCU - Testing District A PS			
Last Name	First Name	License #	Email
<input checked="" type="checkbox"/> Hollis	Shelly	334455	shelly.hollis...
<input type="checkbox"/> Owen	Sean	445566	sean.owen@...
<input checked="" type="checkbox"/> Shanmugam	Bhanu	556677	bhanu.shan...
<input type="button" value="Add a teacher"/> <a href="#">?</a>			

Add a teacher:

Search for your teacher by first name, last name, license number, or email address:

<input type="text"/>	Search
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1 record found.

Miller	Roslyn	667788	roslyn.mi...	Claim
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No records found. Add a new teacher using the form below.

Last Name	<input type="text"/>
First Name	<input type="text"/>
License Number	<input type="text"/>
Email	<input type="text"/>

Add
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You selected three instructors. Is this correct?

9998-090 RCU - Testing District B SEC

✓ Arumugam, Nithya

9999-090 RCU - Testing District A PS

✓ Hollis, Shelly

✓ Shanmugam, Bhanu

Edit









Confirm



## Step 2

1. Import
  - a. Data validation

Upload your data:

1. Select a file.   
 [File name]
2. Upload your file.
3. Resolve errors. 
  - 98 records imported successfully.
  - 6 records with errors.
    - 999899980
    - 999799971
    - 999699962
    - 999599953
    - 999499944
    - 999399935
  -  Duplicate record in lines 38 and 39 
  -  Teacher licensure conflict in lines 42, 43, 44 
  -  Record already imported by your district-school in line 50 

Please resolve these errors and re-upload your file.