

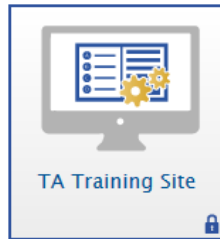
Accessing Practice Tests as Test Administrators and Generating a Code for Practice Tests

1. Using **Google Chrome**, go to www.fsassessments.org

2. Choose **Test Administration**



3. Choose **TA Training Site**

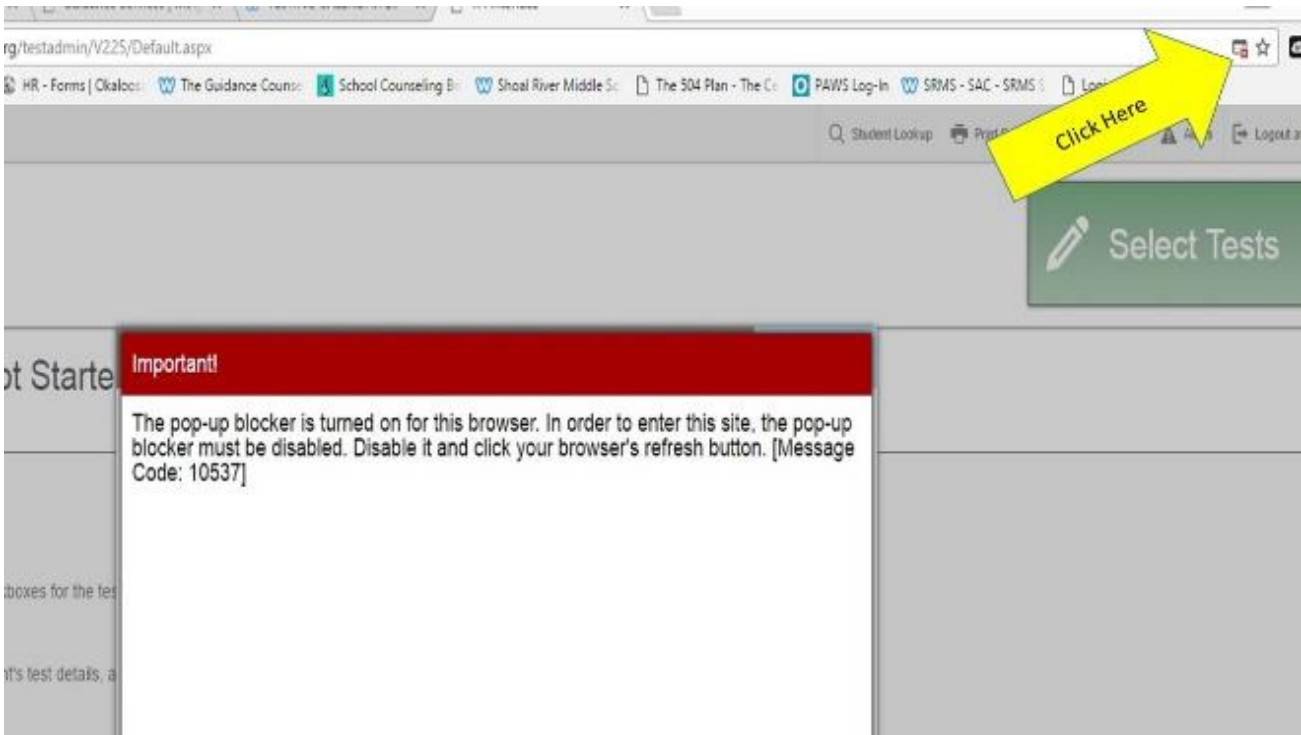


4. Log-into secure site using your **TA username and password**.

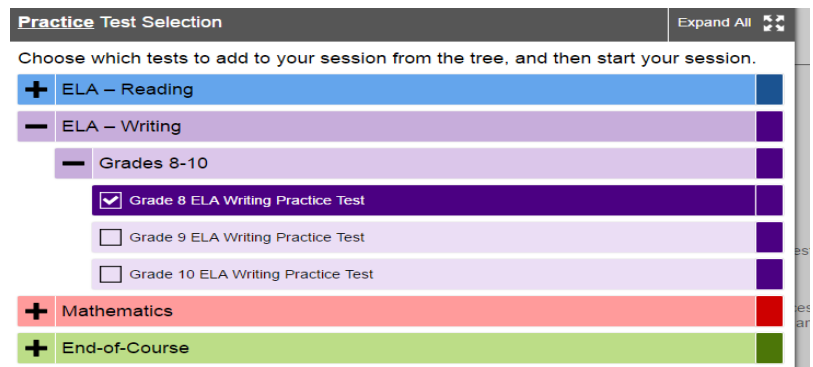
Login

A login form with a light gray background. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". A dark blue button labeled "Secure Login" is positioned below the fields. At the bottom, there is a blue link "First Time Login This School Year?" followed by a message: "The password you used during the previous school year has expired." and a red link "Request a new one" for this school year.

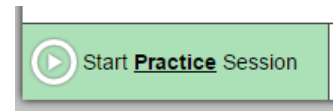
5. If the pop-up blocker appears, click on blocker. **Choose always allow pop-ups** and refresh page.



6. Press the **+** icon next to practice test to expand selection. Continue expanding until you find the test you need.



7. Once you have a test selected, click **Start Practice Session**.



8. Record **Session ID** number board for students to log-in. Follow directions on screen and/or from practice script.

