

INSTRUCTIONS FOR OFFICIAL TEST DAY

How to Create a Test Session on Test Day (not a practice test):

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

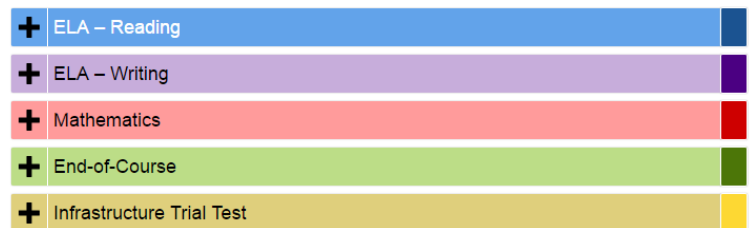
2. Select **Administer the FSA**



3. Log in using your FSA username and password.

A login form with a white background and a light gray border. At the top, the word "Login" is written in blue. Below it are two input fields: "Email Address" with a person icon and "Password" with a lock icon. A red link "Forgot Your Password?" is positioned below the password field. A dark blue button labeled "Secure Login" is centered below the fields. At the bottom, there is a section titled "First Time Login This School Year?" with a blue link. Below this, a small gray box contains the text: "The password you used during the previous school year has expired. Request a new one for this school year."

4. Select the test you will be administering. Click **+** sign to expand test selection.



5. Click **Start Operational Session**

6. Write the **Session ID** on board and security documents.

7. You can create a test session up to **60** minutes before testing.