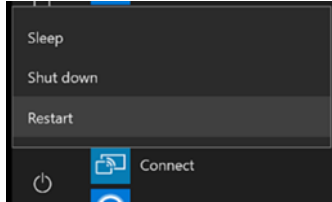
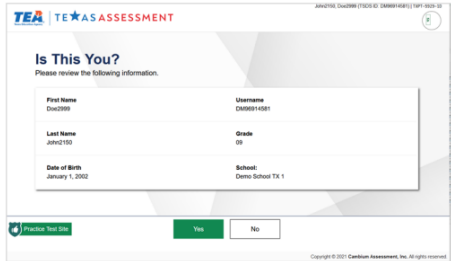




Clicksheet:

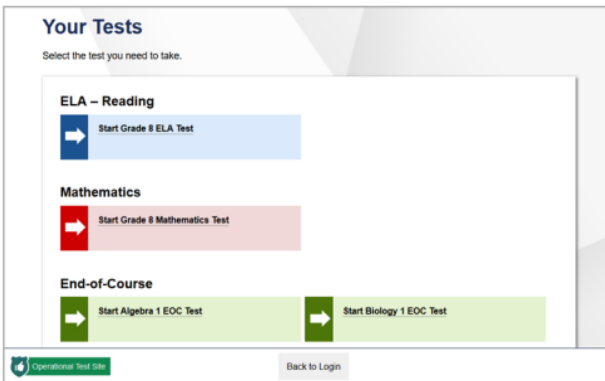
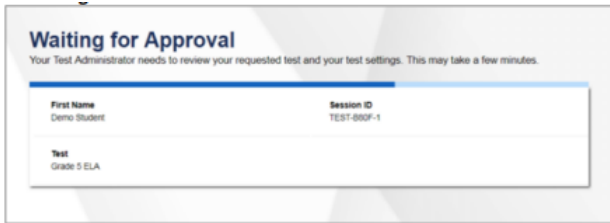
Logging Into Your State Exam on a Windows Device

1	Have students power on and sign into their devices. If the student devices are already powered on, instructing students to restart their devices will ensure that any virtual desktops are closed as part of the restart.	
2	Students will select the “TXSecureBrowser” icon from their screen	
3	Once selected, the Secure Test Browser will open to the student login screen. Students will enter their: ☐ First Name - (as printed of student test ticket) ☐ TSDS # - (as printed of student test ticket) ☐ Test Session ID - (provided by test proctor) ☐ Students select Sign In. The Is This You? page appears.	First Name:  EX: JORDAN TSDS ID:  EX: 123456789 Session ID:  TXPT - - -
4	☐ If all the information on the Is This You? page is correct, the student selects Yes to proceed. ☐ If any of the information is incorrect, the student must select No. ☐ You must notify the CTC the student’s information is incorrect. Any student demographic information that is incorrect must be updated before the student can begin testing.	
5	Students can select their tests from the Your Tests page that appears after students verify their personal information. The Your Tests page displays all the tests that a student is eligible to take. Students can only select tests that are included in the session and still need to be completed.	



Clicksheet:

Logging Into Your State Exam on a Windows Device

6	☐ From the Your Tests Page that lists a student’s eligible tests in color-coded categories, the student selects the name of the test. ☐ Students may need to select the category that a test belongs to in order to display the list of tests that belong to that category. ☐ If a student’s required test is inactive or not displayed, the student should log out. You should verify that the test session includes the correct tests. If necessary, create a new session with additional tests.	
7	For proctored sections, the student’s request is sent to the test administrator for approval and the student is take to the Waiting for Approval page. After you approve the student for testing, the student can proceed to the next step. ☐ If starting a new test, the student must complete the log in process before they begin testing. ☐ If resuming a paused test, the student is taken directly to the test page where they stopped the test, based on the applicable pause rules. Please note, once the test administrator approves the test, the test content displays to the student in the language specific for the student’s test. 	
8	Once students have been approved for testing: ☐ They can verify their test settings from the Your Test Settings page. At this point, the student’s actual test settings override any settings selected earlier in the sign-in process. ☐ If the settings are correct, the student selects Looks Good to continue. ☐ If the settings are not correct, the student should select Back to Login to log out of the Student Testing Site. After you correct the student’s last test settings, the student must sign in and request approval again.	