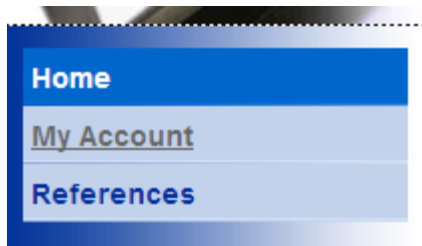


Filing out Biographical Information

1. Using Microsoft Explorer, students should go to the NCRC Test portal from the Favorites list. They should go to the student login site.

2. Students can fill in the login information. The student login and password is typically the student ID number. You should have been sent a student list of the students in the system.

3. Next, go to My Account on the left.



4. Fill out all starred information and save.

* State/Province:

* ZIP Code:

If you do not have a login:

Have students Create Account. You will either have to register/authorize this student individually, or add them to the correct period group. See “Registering and Authorizing a Test for an Individual Student” or “Adding a Student to a Group” page in this packet.

Please Enter
User ID:

Please Enter
Password:

