

ACC Assessment Center Test Scheduling Administrator User Guide



August 2013

ACC Assessment Center Session Scheduling
<https://eapps.austincc.edu/testsch/>
Administrator Access

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ACC Assessment Center Session Scheduling URL <https://eapps.austincc.edu/testsch/> Administrator Access

Logging Into the System

Logging in to the ACC Assessment Center Test Scheduling does several things that makes the system secure and allows staff to use the system easily. No forms or reports in the system can be accessed without logging into the system. Logging in sets up the menu the staff member will see and what parts of the system may be accessed. The staff member who makes or cancels an appointment is identified by his/her name.

Go to the ACC Assessment Center Test Scheduling system URL.

1. Enter assigned ACCeID username in the Username box.
2. Enter ACCeID password in the Password box. The password will not be shown in the box for security.

Once successfully logged into the system, the MAIN MENU will be displayed. If the login attempt fails, an error message will be displayed, and there will be a link back to the login page.

If unable to log in because of a forgotten username and/or password or if the username/password fails to work, contact the ACC Help Desk.



ACC Home > ACC Session Scheduling

ACC Session Scheduling

[What's my ACCeID?](#)



ACCeID:

Password:

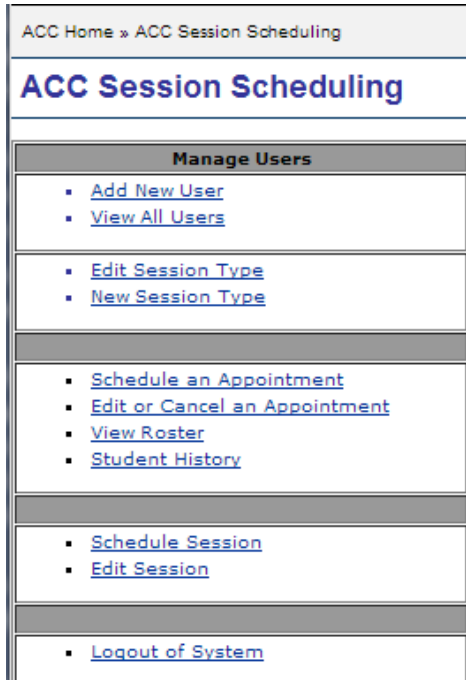
[ACC Helpdesk](#)

[Future Students](#) • [Current Students](#) • [Faculty and Staff](#) • [Community and Business](#) • [Newsroom](#) • [A-Z Index](#)

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Menu functions



ACC Home » ACC Session Scheduling

ACC Session Scheduling

Manage Users
<ul style="list-style-type: none">Add New UserView All Users
<ul style="list-style-type: none">Edit Session TypeNew Session Type
<ul style="list-style-type: none">Schedule an AppointmentEdit or Cancel an AppointmentView RosterStudent History
<ul style="list-style-type: none">Schedule SessionEdit Session
<ul style="list-style-type: none">Logout of System

The Staff functions on the Menu are:

- Schedule an Appointment
- Edit or Cancel an Appointment
- View Roster
- Student History

Staff functions are explained in the ACC Assessment Center Test Scheduling - Staff Guide. Only the Administrative System Functions will be explained in this guide.

The administrative functions are:

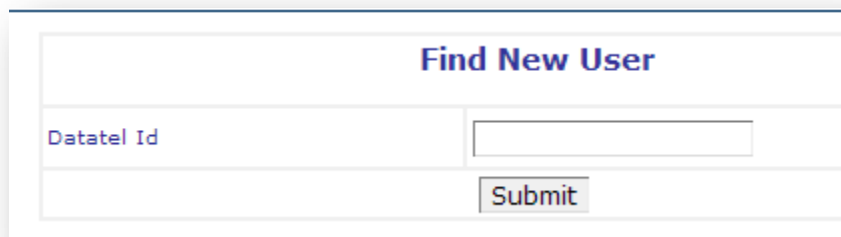
- Add New User
- View All Users
- Edit Session Type
- New Session Type
- Schedule Session
- Edit Session

Maintaining User Security

1. Go to the ACC Assessment Center Test Scheduling system
<https://eapps.austincc.edu/testsch/>
2. Log in using your assigned username and password
3. Click the Add New User or View All Users link

Adding a new User

Enter in ACC ID number, click submit. Person must be in Colleague. Not necessarily an Employee or student.



Find New User

Datatel Id

Find New User

Datatel Id

Add User

Datatel ID:

0168392

First Name:

Leanne

Last Name:

Brantner

Campus:

Select Campus ▼

Department:

Select Department ▼

Role:

Select Role ▼

Active:

Yes ▼

If the person already has Scheduling Access you will receive the message:

Editing a User

Find the Person you would like to edit and click the Edit button for that person.

Edit Users						
Last Name	First Name	Campus	Department	Role	Active	Action
Artis	Tika	CYP	Assessment	Staff	Yes	<input type="button" value="Edit"/>
Botello	Leticia	CYP	Assessment	Admin	Yes	<input type="button" value="Edit"/>
DeVuo	Carol	CYP	Assessment	Staff	Yes	<input type="button" value="Edit"/>
Jones	Bob	CYP	Assessment	Staff	Yes	<input type="button" value="Edit"/>

Edit User

First Name:

Leanne

Last Name:

Brantner

ACC ID:

168392

Campus:

CYP ▼

Department:

Assessment ▼

Role:

Staff ▼

Active:

Yes ▼

Dropdown selections are maintained by the IT (Information Technology) department. The selection will affect the Security permissions for the user.

Roles

- Department Admin: Full Access to all pages. Administer Staff within their designated department.
 - Add New User
 - View All User
 - New Session Type
 - Edit Session Type
 - Schedule Session
 - Edit Session
 - Schedule an Appointment
 - Edit or Cancel an Assignment
 - View Roster
 - Student History
- Campus: Added ability from Admin to maintain user level security for the campus designated on the User security screen within their designated department.
 - Add New User
 - View All User
 - Schedule Session
 - Edit Session
 - Schedule an Appointment
 - Edit or Cancel an Assignment
 - View Roster
 - Student History
- Admin – Added ability from Staff to maintain Session information
 - Schedule Session
 - Edit Session
 - Schedule an Appointment
 - Edit or Cancel an Assignment
 - View Roster
 - Student History
- Staff – Ability to maintain appointments for students
 - Schedule an Appointment
 - Edit or Cancel an Assignment
 - View Roster
 - Student History

Department will drive the dropdowns for the Session (Test Types) information. Options are Assessment, Student Life, Financial Aid. Information Technology must manually maintain this list if any changes need to occur. Please see a description of the permitted functions of each Role under Adding a new User.

Campus

Campus Selection determines what the default campus for the campus drop downs under the Schedule Appointments and View Roster workflows. Campus Selection can be changed.

Active

Active Flag determines a user's ability to login to the system. If Active flag is set to No, the user(s) will not be able to successfully login to the system.

New Session Type

Add New Session	
* Required	
Session Title: *	<input type="text" value="New Session Type"/>
Department Area: * (dept responsible for Session Type)	<input type="text" value="Assessment"/>
Student Self Schedule: *	<input type="text" value="Select One"/>
View Schedule: *	<input type="text" value="Select One"/>
	<input type="button" value="Next"/>

Creating a New Session Type, the Department Area controls which department will have access to create sessions for and schedule appointments for the session type. The Student Self Schedule allows for students to registers themselves for a session via the Student URL. The student URL will be provided by Information Technology to the department areas that utilize this function. View Schedule controls the availability to schedule appointments for the session type. If set to No, the sessions will not appear under Schedule an appointment, but the Roster information will be available under View Roster.

Delete Session Type

The session will be deleted from the system regardless of whether there are students registered or not. Be careful of this option. If roster information is still needed, use the View Schedule option under Edit Session Type and set View Schedule to No. This will allow for the roster information to be retrieved, but no scheduling of appointments to be made.

Session Type	Confirmation Slip Info	Action
Quick THEA	1. You must complete an ACC Application before you are allowed to test. 2. Any changes, within two business days of your scheduled test date, will require an additional \$15.00 reschedule ticket. Both tickets are required to reschedule. 3. Arrive 15 minutes early. If you miss your test without notifying us, you will need to purchase a new \$29.00 ticket. 4. Review before the test. Be prepared physically and mentally. 5. Bring your ticket and TWO forms of identification, including a photo and a signature ID. Know your social security number. 6. NO ticket, NO ID's-NO TEST.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Edit Session Type

Users can edit the Session information created under the New Session Type. In addition to the fields created under New Session type, the confirmation slip information is input here, along with the requiring or not requiring of a ticket number. Adding component areas to a session is also maintained under Edit Session Type. Components can be removed by clicking the [X] by the component to be removed, components can also be added by selection from the dropdown and selecting the submit button or select add new component to add a new component to the drop down list.

Edit Session	
Session Type:	COMPASS
Student Self Schedule:	No
View Schedule:	Yes
Require Ticket Number:	Yes
Department Area: (dept responsible for Test Type)	Assessment
Existing Components:	Reading [X] Writing [X] Math [X] eWrite [X]
Select Component to Add:	Select Component [Add New Component]
Confirmation Slip Information:	Select Component
<div><div><p>Important Information You must complete an ACC Application Know your SOCIAL SECURITY NUMBER Arrive 15 minutes early. If you need possible. Bring your receipt or waiver and Q NO Receipt or Waiver, NO ID = NO CYP-223-2020 EVC-223-5188 NRG-223-4807 PIN-223-8189 RGC-223-3139 RRC-223-0142</p></div><div><p>are allowed to test. test, please notify us as soon as nment-issued photo ID.</p></div></div>	

Maintaining and Scheduling Sessions

Schedule Session is designed to allow Administrators to schedule sessions on certain days of the week within a given date range.

Scheduling Sessions

1. Go to the ACC Assessment Center Test system
<https://eapps.austincc.edu/testsch/>
2. Log in using your assigned username and password
3. Click the Schedule Session link

On the next page, complete the Schedule information

Schedule Session	
Session Type *	<input type="checkbox"/> TSI State Test <input type="checkbox"/> ACC_101_A_ <input type="checkbox"/> A <input type="checkbox"/> ASSET <input type="checkbox"/> COMPASS Full Test <input type="checkbox"/> COMPASS-2 Parts Only <input type="checkbox"/> COMPASS-1 Part Only <input type="checkbox"/> ESOL <input type="checkbox"/> Human Anatomy/Biology <input type="checkbox"/> Human Physiology/Chemistry <input type="checkbox"/> Pre-Pharmacology <input type="checkbox"/> Quick THEA
Start Date * MM/DD/YYYY	<input type="text"/>
End Date MM/DD/YYYY	<input type="text"/>
Day(s) of Week *	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Start Time 00:00AM/PM	<input type="text"/>
Default Location	CYP - Rm.1075 - 9
If Test Site is not default location please select a campus, and room for the Test(s).	
Campus	Select Campus
Room	<input type="text"/>
Capacity	<input type="text"/>
Next	

4. Click in the "checkboxes" for the type of session. This list is driven by the Department specified on the New/Edit Session type.
5. Enter a Start Date in MM/DD/YYYY format using the calendar icon.
6. Enter an End Date in MM/DD/YYYY format using the calendar.
7. Sessions for the upcoming 60 days will be displayed, those farther out in the calendar are saved and appear within the 60-day period as the calendar progresses.
8. Click in the checkboxes for the days of the week necessary to schedule sessions (at least 1 check required.)
9. Fill in the "start time" including AM or PM
10. Complete the information concerning Campus, Room Number, and Capacity or select a location from the Default Location dropdown.
11. Click the Next button

After clicking the Next button, the next screen confirms that the session was scheduled.

The system does not prevent scheduling overlapping tests. The administrator must enter session start times that ensure that each session will end before the next one begins.

Confirm Session Schedule	
Session Types:	TSI State Test
Start Date Range:	2013-08-05
End Date Range:	2013-09-30
Start time:	09:00 am
Default Location:	HBC, Room 103.4, Capacity 24
Campus:	
Room:	
Capacity:	
Submit	Back

Sessions can be made available as soon as they are scheduled. Return to the ACC Session Scheduling menu and perform another administrative function after the confirmation screen.

Session has been added.

Editing Sessions

Edit Session is designed to allow Administrator to cancel or delete sessions that have been scheduled. Information about canceled tests is not erased from the database. Rosters of canceled sessions can be printed to contact people who had appointments.

1. Click the Edit Session link

On the next page, the Edit Session Selection screen appears. Enter the campus and the type of session. On the following list of scheduled sessions, locate the one to cancel and click "Edit."

Edit Session Selection	
Select Campus	All Campuses ▾
Select Session:	Select Session ▾ <input type="button" value="Select"/>

- The Edit Session screen can also be used by the Administrator to change starting and ending times and to change the number of seats (capacity) available for a scheduled session.

Select Session to Edit							
Session Date	Start Time	Session Type	Campus	Capacity	Enrolled		Delete Session
Aug 26, 2013	9:00 AM	TSI State Test	CYP	9	9	Edit	
Aug 26, 2013	10:00 AM	TSI State Test	HBC	24	1	Edit	
Aug 27, 2013	12:00 PM	TSI State Test	HBC	21	0	Edit	Delete
Sep 02, 2013	10:00 AM	TSI State Test	HBC	24	0	Edit	Delete

Edit Session Session	
Session Type	TSI State Test
Session Date	<input type="text" value="Aug 26, 2013"/>
Start Time	<input type="text" value="9:00 AM"/>
Default Location	CYP - Rm.1075 - 9
Cancel Session	No
Delete Session from System	No
Campus	Select Campus
Room	<input type="text"/>
Capacity	<input type="text"/>
<input type="button" value="Submit"/>	

Deleting Sessions

Administrators can choose to delete the session from the system by clicking the Delete button. If deleted, no record of the session will remain in the system. Be careful to not delete a session with scheduled appointments until students have been notified and rescheduled for other sessions. Before deleting, you will be asked to confirm the request to delete.

Jun 18, 2013	8:00 AM	Student Success Workshop	HBC	20	0	Edit	Delete
Jun 19, 2013	12:55 PM	Student Success Workshop	HBC	10	1	Edit	
Jun 19, 2013	8:30 AM	Student Success Workshop	HBC	20	1	Edit	
Jun 20, 2013	8:00 AM	Student Success Workshop	HBC	20	0	Edit	Delete

Note: If there are students registered for the session, the delete button will not be visible.

Are you sure you want to Delete this session?

Canceling a session

1. Click “yes” on the dropdown menu for Cancel. After a test is cancelled, that information remains in the ACC Assessment Center Test database

2. After clicking Submit, the following screen will inform you of the number of students are scheduled for the session. Print a roster to notify students of the cancelation.

Confirm Edit Session	
1 Student(s) Registered in Session	
Session Type	TSI State Test
Session Date	Aug 26, 2013
Start Time	10:00 AM

If the session is cancelled the session will be marked **RED** on the list of Sessions.

Select Session to Edit							
Session Date	Start Time	Session Type	Campus	Capacity	Enrolled		Delete Session
Aug 26, 2013	9:00 AM	TSI State Test	CYP	9	9	Edit	
Aug 26, 2013	10:00 AM	TSI State Test	HBC	24	1	Edit	
Aug 27, 2013	12:00 PM	TSI State Test	HBC	21	0	Edit	Delete
Sep 02, 2013	10:00 AM	TSI State Test	HBC	24	0	Edit	Delete

Logging Out of the System

Always log out before leaving your computer. When a staff member logs into the ACC Assessment Center Test system, that person will remain logged in until the user logs out from the main menu on left. If someone is logged in to the system, anyone who works at that computer can work with the system with the logged in staff member's access level and user identification.

Log out of System is designed to allow staff to log out of the ACC Assessment Center Test system to prevent unauthorized use while staff member is away from the computer.

Logging out of the system also requires the next user to log in so that the correct username will be put in the database to identify the appointments that user makes.

To log out of the system, click the Log Out link below the ACC Session Scheduling menu. Clicking the log out link will log staff member out of the system and show a link back to the login page.

ACC Assessment Center Test Scheduling Staff User Guide

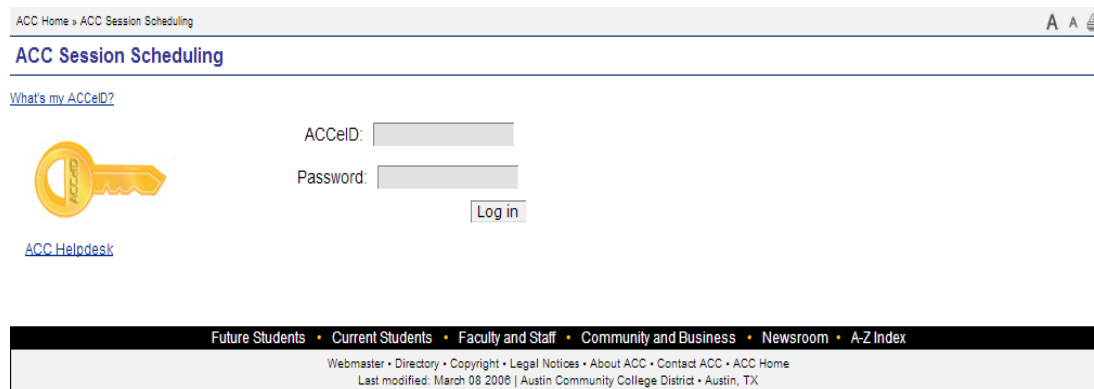


June 2013

ACC Assessment Center Test Scheduling
URL <http://eapps.austincc.edu/testsch/>
Staff Access User Guide

Staff Workflows

Do not use the “Back” button in the browser to return to a previous page or form. Use system menu on left of screen. If unable to return to a menu or to another page without using the Back button, continue to click the Back button until a page not displaying an error appears--like a menu or form.



Logging In to the System

Logging in to the ACC Assessment Center Test Scheduling system does several things that make the system secure and allows staff to use the system easily. No forms or reports in the system can be accessed without logging into the system. Logging in sets up the menu the user will see and what parts of the system the user can access. The user is associated with a campus when logging in and the user's campus will show as default on selected screens. The staff member who makes or cancels an appointment is identified by name on the session roster.

To Log In to the System

1. Go to the ACC Assessment Center Test Scheduling system URL.
2. Enter assigned username in the Username box.
3. Enter assigned password in the Password box. The password will not be shown in the box for security.

Once successfully logged in to the system, the ACC Session Scheduling menu will be displayed. If the login attempt fails, an error message will be displayed, and there will be a link back to the login page.

If unable to log in because of a forgotten username and password, or if the username/password fails to work, contact the Administrator.

Menu Functions

User Functions are at the top of the page because these will be used most often. These functions are:

<ul style="list-style-type: none"> ■ Schedule an Appointment ■ Edit or Cancel an Appointment ■ View Roster ■ Print Roster ■ Student Test Summary (old data) ■ Student History
<ul style="list-style-type: none"> ■ Logout of System

- Schedule an Appointment
- Edit or Cancel an Appointment
- View Roster
- Print Roster
- Student History
- Log out of system

Schedule an appointment

Schedule an Appointment is designed to allow staff to make registrations for student workshops.

Schedule an Appointment	
Select Campus	HBC 
Select Session:	Select Session 
From Date:	06/19/2013 
To Date:	06/30/2013 
<input type="button" value="Select"/>	

1. Go to the ACC Assessment Center Test Scheduling system URL.
2. Login using assigned ACC eID username and password
3. Click the Schedule an Appointment link
4. On the next page, select the campus for the test appointment from the dropdown box.
5. Select the type of test (3-part, 2-part, ESOL, etc) from the Select Session dropdown box.
6. Click Select.

This will give you a listing of all scheduled sessions at the campus indicated. You may also choose All Campuses from the opening screen and view all scheduled sessions at all campuses. Sessions for the following 60 days are provided in the listing.

Schedule an Appointment

Select Campus: HBC

Select Session: Select Session

From Date: 06/19/2013

To Date: 06/30/2013

Select

Schedule an Appointment							
Select Test	Test Date	Start Time	Campus	Room	Capacity	Availability	Number of Students Registered
<input type="radio"/> Student Success Workshop	Wed Jun 19, 2013	8:30 AM	HBC	308	20	19	1
<input type="radio"/> Student Success Workshop	Thu Jun 20, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Fri Jun 21, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Mon Jun 24, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Tue Jun 25, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Wed Jun 26, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Thu Jun 27, 2013	8:00 AM	HBC	306	20	20	0
<input type="radio"/> Student Success Workshop	Fri Jun 28, 2013	8:00 AM	HBC	306	20	20	0

Next

If all available seats for a test are filled, the radio button next to the scheduled session will not appear and the session will show as red in the listing of test sessions. This prevents selection of that test session for appointments

If a test is cancelled, the test session will also show as red in the listing of test sessions and the radio button will not appear. This prevents the selection of the test for making an appointment.

7. Click the "radio" button in front of the test chosen to make an appointment.
8. Click Next.
9. On the next form, enter the Student ID or First name, last name and DOB to find the student. Student must be in Datatel and have at least submitted Student Application.
10. Click Submit

TSI State Test
Tue Sep 24, 2013 - 12:00 PM
1114

Find Student	
Student Id:	<input style="width: 90%;" type="text"/> OR
First Name: *	<input style="width: 90%;" type="text"/>
Last Name: *	<input style="width: 90%;" type="text"/>
Date of Birth: MM-DD-YYYY *	<input style="width: 90%;" type="text"/>
Submit Reset	

Student Information	
Name:	Kathy Galaviz
ACC Student Id:	1315
Phone:	5129909032
Session Type:	Student Success Workshop
Date:	Thu Jun 20, 2013
Campus:	HBC
Start Time:	8:00 AM
Comments or Special Needs:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Back"/>	

Fill in as much contact information as the test taker will provide to aid in contacting the tester in case the appointment must be rescheduled.

- Click the SAVE button to go to the confirmation screen which shows the student as successfully scheduled. Click the Confirmation Slip button to print a confirmation slip for the student.

<p>Student has been scheduled. Select Confirmation Slip Button to Print Student's Confirmation Slip</p>	<input type="button" value="Confirmation Slip"/>
--	--

Once an appointment has been made and a confirmation slip has been printed, select your next scheduling task from the ACC Session Scheduling menu at the left of your screen.

Test Appointment Reminder Review Session		
Name	Maria de Jesus Suarez	Ticket Number: FA00001
Test Date/ Time	Tuesday Jun 18, 2013 10:00 AM	
Test Location	HBC Room: 113	
You have successfully completed the Registration. A confirmation email has been sent to your email on file .		
<input type="button" value="Print Page"/>		

Changing an Appointment

Edit or cancel an appointment is designed to allow staff to **look up test appointments, change information, or cancel an appointment.** It can also be used to look up information about an appointment without changing information or canceling the appointment.

1. Click the Edit or Cancel an Appointment link
2. On the next page, enter the SSN or Student ID. Click Search.
3. If SSN or ID is not in the system, the search box will clear for you to enter a new SSN or ID. If SSN or ID is not known, a search by first and last names can be performed with the Student History function.

Edit or Cancel an Appointment	
Enter ACC Student ID or SSN: <input type="text"/>	Enter Ticket Number <input type="text"/>
Enter First Name: <input type="text"/>	AND Enter Last Name: <input type="text"/>
<input type="button" value="Search"/>	

If the student is found with Appointments the list of all appointments will be displayed.

Kathy Galaviz						
Session Type	Date	Campus	Ticket Number		Cancellation Comments	
Student Success Workshop	Jun 20, 2013	HBC		<input type="button" value="Edit"/>	<input type="text"/>	<input type="button" value="Cancel"/>
Student Success Workshop	Jun 19, 2013	HBC		<input type="button" value="Edit"/>	<input type="text"/>	<input type="button" value="Cancel"/>

4. Clicking Edit returns you to search criteria for available sessions

Schedule an Appointment

Select Campus	<input type="text" value="HBC"/>
Select Session:	<input type="text" value="Student Success Workshop"/>
From Date:	<input type="text" value="Jun 19, 2013"/>
To Date:	<input type="text" value="Jun 30, 2013"/>
<input type="button" value="Select"/>	

5. Select the session to edit the appointment rescheduled. To change this information or reschedule, cancel the appointment and re-enter it as a new appointment. And then cancel the rescheduled session.

Canceling an Appointment

1. Select the session you want to cancel and click Cancel. There will be a confirmation. And the student's session will be marked as canceled.

Kathy Galaviz						
Session Type	Date	Campus	Ticket Number		Cancellation Comments	
Student Success Workshop	Jun 21, 2013	HBC		Edit		Cancel
Student Success Workshop	Jun 20, 2013	HBC		Edit		Cancel
Student Success Workshop	Jun 19, 2013	HBC		Edit		Cancel

Are you sure you want to cancel?



Yes No

2. Confirm Cancellation of student's session

Using View Roster to Edit an Appointment

Some fields can be edited while in the View Roster function.

1. Click View Roster.
2. Select campus and type of test.

Select Campus or Program	
Select Campus:	All Campuses ▾
Select Program:	Select Program ▾
From Date:	<input type="text"/> 
To Date:	<input type="text"/> 
Select	

3. Select specific session to view Roster for

Select Session to View Print Roster						
Program Date	Start Time	Program Type	Campus	Capacity	Students Enrolled	
Mon Jun 17, 2013	8:00 AM	Student Success Workshop	HBC	20	0	Select
Wed Jun 19, 2013	8:30 AM	Student Success Workshop	HBC	20	1	Select
Thu Jun 20, 2013	8:00 AM	Student Success Workshop	HBC	20	0	Select
Fri Jun 21, 2013	8:00 AM	Student Success Workshop	HBC	20	1	Select

- Changes can be edited in the following fields of the roster: Ticket Number, No Shows, Attendance Comments, and Comments.

Add Walk In								
DatateId or Last 4 digits SSN	Student	Phone #	Ticket Number	No Shows	Attendance Comments	Comments	Appt. By	Session Parts
1615481	Kamil Ali	5125776277	CYPEW 3962	<input type="checkbox"/>		ecs/wwhs 1b/cyp	Leticia Botello Sep 11 2013 4:41PM	Essay Math Reading Writing
0934165	Michelle Chandler	5125851598	002946760	<input type="checkbox"/>		waived/exempt	Lea-Anne Shukla Sep 9 2013 11:36AM	Essay Reading Waived/Exempt Writing

- Click Submit to save changes.

Add Walk-Ins

The View Roster screen displays an Add Walk-in button at the top of the roster. This is to be used for adding walk-ins that register on the day of the test.

Student History

Student History screen shows all appointments made by the student and indicates history of cancellations and rescheduling.

Student Program History	
Enter ACC Student ID or SSN: <input type="text"/>	Enter Ticket Number: <input type="text"/>
Enter First Name: <input type="text"/> and	Enter Last Name: <input type="text"/>
<input type="button" value="Search"/>	

- Click the Student History link
- Search by Student ID, SSN, ticket number or first and last name.

Student History						
Name:	Kathy Galaviz	ACC Student ID:	1315			
Program Date	Campus	Program Type	Cancel	Edit	Ticket Num	Attendance Comments
Thu Aug 05, 2010 9:00 AM	OFF Campus	Quick THEA	No	No		
Sat Dec 13, 2008 8:15 AM	RRHEC	COMPASS Full Test	Yes	Yes		

Logging Out of the System

Always log out before leaving your computer. When a staff member logs into the ACC Assessment Center Test system, that person will remain logged in until the user logs out from the main menu on left. If someone is logged in to the system, anyone who works at that computer can work with the system with the logged in staff member's access level and user identification.

Log out of System is designed to allow staff to log out of the ACC Assessment Center Test system to prevent unauthorized use while staff member is away from the computer.

Logging out of the system also requires the next user to log in so that the correct username will be put in the database to identify the appointments that user makes.

To log out of the system, click the Log Out link below the ACC Session Scheduling menu. Clicking the log out link will log staff member out of the system and show a link back to the login page.