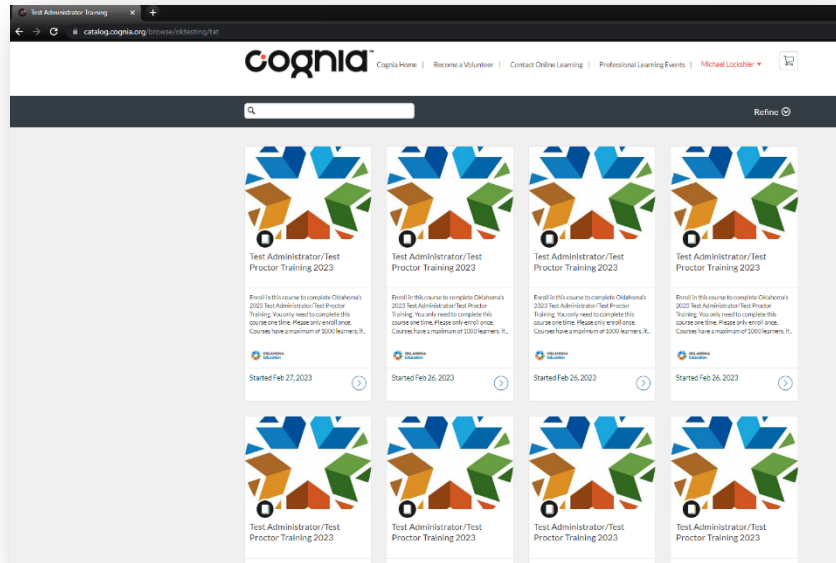


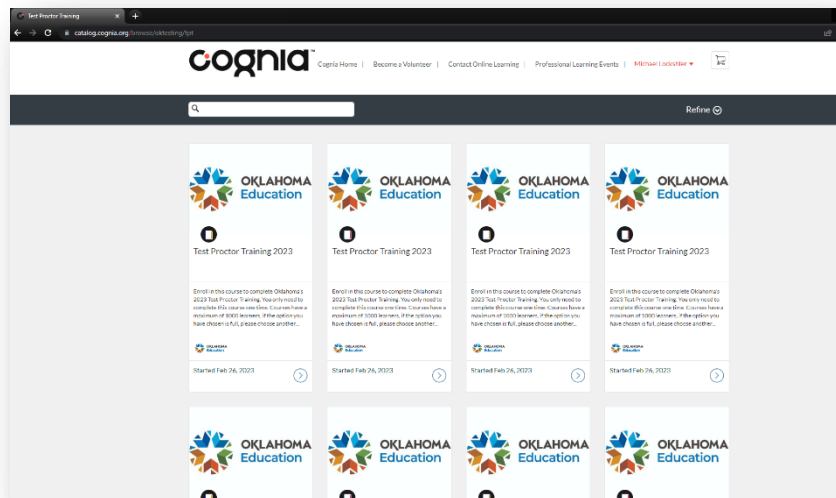
Enrollment and Account Creation Instructions

1. Go to the appropriate Catalog page.

For Test Administrators/Test proctor training: <https://catalog.cognia.org/browse/oktesting/tat>

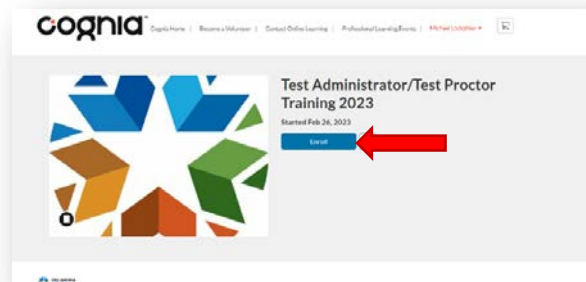


For Test Proctor Training: <https://catalog.cognia.org/browse/oktesting/tpt>



2. Click on any course listed (they are all the same and you only need to complete one) then click **enroll**.

Note: If the course listing is full, please go back and choose another listing.



This will bring you to the sign in/create an account page. **You must create a new Canvas login for Cognia's Canvas.** An account used for other schools will not exist here.

3. Fill out the information under 'Don't have an account? Sign up here!', click the appropriate checkboxes, and then click 'Register New Account'.

After you click 'Register New Account', an email will be sent to you to confirm your account and create a password.

Note: If you get a message saying you already have an account, please contact clientcare@cognia.org for assistance.

4. Check your email for further instructions.

Emails from Canvas Catalog generally process within a few minutes. If you don't see the email, check your spam folder.

 A screenshot of the Cognia Canvas enrollment page. At the top is the Ocala Hills Education logo. Below it is the course title 'Test Administrator/Test Proctor Training 2023' and 'Course Started Feb 26, 2023'. A blue button labeled 'Sign In or Enroll' is centered. Below this is a section titled 'Don't have an account? Sign up here!' with a link. The registration form contains the following fields: Full Name (with 'Enter Full Name' placeholder), Email (with 'Enter Email' placeholder), Confirm Email (with 'Enter Email' placeholder), School Name (with 'Enter Answer' placeholder), School Code (with 'Enter Answer' placeholder), District Name (with 'Enter Answer' placeholder), District Code (with 'Enter Answer' placeholder), and Role (with 'Enter Answer' placeholder). At the bottom, there are two checkboxes: 'I agree to the Acceptable Use Policy and acknowledge the Privacy Policy' and 'I've read & I opt in'. A 'Register New Account' button is at the very bottom.