1. Go to the appropriate Catalog page.

For Test Administrators Training: https://catalog.cognia.org/browse/oktesting/tat



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



2A. If you took this training last year, login with your username and password.



If you don't remember your username and password:

I. Request your password at the login screen by clicking Forgot Password, entering your email, and then click request password.

COCCIC Parent of a Canvas User? Click Here For an Account	COORNIC Parent of a Canvas User? Click Here For an Account
Email	Enter your Email and we'll send you a link to change your password.
Password	Email
Stay signed in Log In Log In	Back to Log
Help Privacy Policy Cookie Notice Acceptable Use Policy	Hele Privacy Policy Cookie Notice Acceptable Use Policy
Facebook Twitter	
INSTRUCTURE	Meet the Instructure Learning Platform:
Meet the Instructure Learning Platform: Canvas LMS Mastery Connect Elevate Analytics Impact	Canvas LMS Mastery Connect Elevate Analytics Impact

II. Contact <u>clientcare@cognia.org</u> for assistance.

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

3. If this is your first time taking this training, you must create a new Canvas login for Cognia's Canvas. An account used for other schools will not exist here. Use #4 below to guide you through creating a new account.

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

Test Administrator Training

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

2024 Mar 1, 2024 - May 16, 202



This will bring you to the sign in/create an account page.

4 . 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 <u>clientcare@cognia.org</u> for assistance.

5. Check your email for further instructions.

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

6. Once you have confirmed your account, you can access and complete the training.

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Test Administr	rator Training 2024
Mar 1	- May 36, 2024
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Don't have an a	iccount? Sign up here!
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