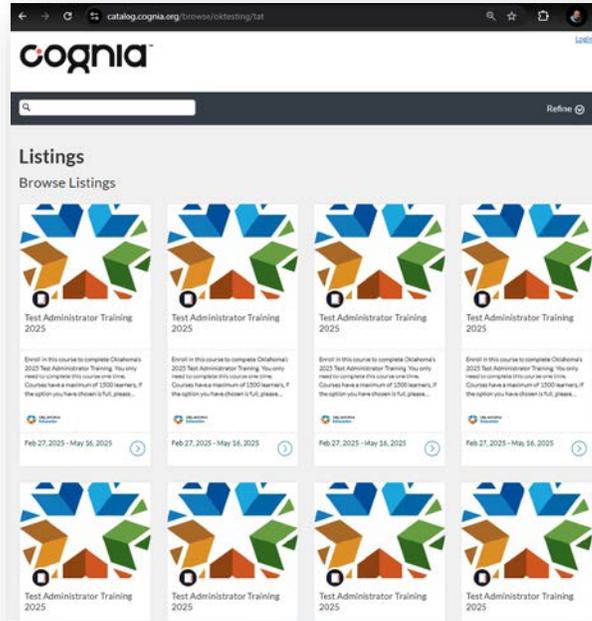
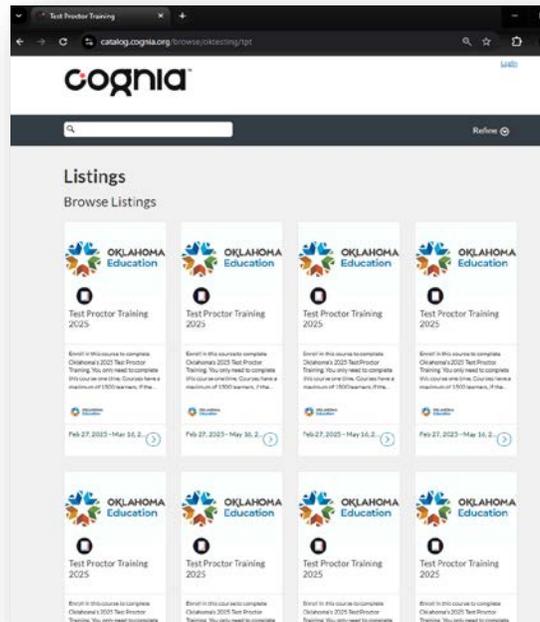


1. Go to the appropriate Catalog page.

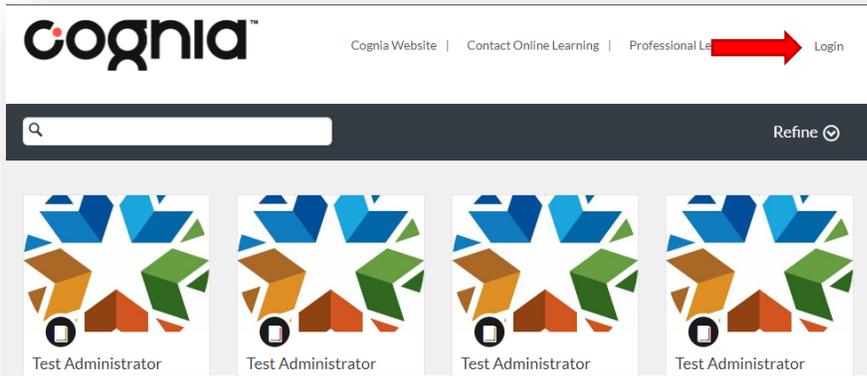
For Test Administrators/Test proctor training: <https://catalog.cognia.org/browse/oktesting/tat>



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

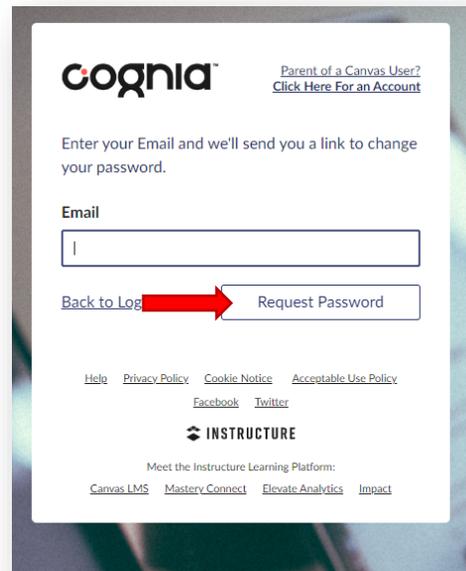


2A. If you took this training last year, login with your username and password.



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.
- II. *The password reset email will come from Notifications@instructure.com. The email may go to your spam or junk folder.



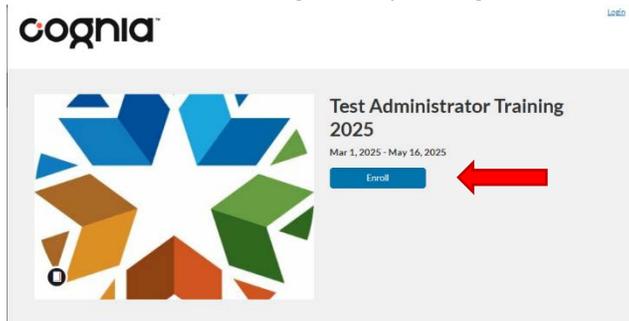
- III. Contact oktechsupport@cognia.org for assistance.

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**.

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.

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 oktechsupport@cognia.org for assistance.

5. 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.

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

 A screenshot of the registration page for "Test Administrator Training 2025" (Mar 1 - May 16, 2025). At the top, there is a "Sign In to Enroll" button. Below it, a heading says "Don't have an account? Sign up here!". The form contains the following fields:

- First Name * (text input)
- Last Name * (text input)
- Email * (text input)
- Confirm Email * (text input)
- School Name * (text input)
- School Code * (text input)
- District Name * (text input)
- District Code * (text input)
- Role (text input)
- A checkbox for "I agree to the Acceptable Use Policy and acknowledge the Privacy Policy." with a link to the policy.
- A checkbox for "I'm not a robot" with a reCAPTCHA logo.

 At the bottom of the form is a "Register New Account" button.