**NCCER TESTING SYSTEM**

**Students – Online Testing Steps**

**NCCER - How To’s**

**Instructors – Class Roster Setup**

**Steps to Setup Class Roster:**

1. Click “**Group Management”**
2. Click on *your testing location* (Step 1)
3. After selecting the testing location, move to the right of the screen and click “**New Group”**
4. Select a name for your group. It is recommended that you name your group by class name, class period and year.
5. Begin to build your testing group roster.
6. You add each student by searching the student’s NCCER
Card #, Texas Student ID, Social Security # or Texas Drivers License.
7. Verify the name matches the search results and click “**add to group”** button. If no results are found, the *Add New Test-Taker*form will appear.
8. After the *New Test-Taker*form is completed, an NCCER Card # will automatically generate, and the student will be added to the group for testing. Make sure you record the NCCER Card # for any students that were not previously in the system.  The student must have the NCCER Card # you generated for them to take the test
9. Once all students have been added to the *Testing Group Roster*, click the “**Home”** button and return to the testing menu.