



# Entry-Level Certification Program

## Quick Start Guide

For more detailed program information, please visit [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level). On the site, you can find a *User Manual* that shows graphically supported step-by-step instructions for using the online system, important test dates, answers to frequently asked questions, technical information about the tests, sample questions and more.

### **Step 1 – Submit the ASE Entry-Level Certification School / Site Enrollment Form**

The *School/Site Enrollment Form*, containing the Site Application and Testing Agreement can be downloaded from the home page under Resources: [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level). Instructions for submission are included on the form.

### **Step 2 – Enrollment Form Is Processed By ASE, Site (School) Account is Created**

Enrollment Forms are normally processed within one business day. Failure to sign the Enrollment Form or to include all required information will delay order fulfillment. If the Site Administrator named on the order form is a new user to the system, the system will automatically send them a **New User** e-mail with initial login instructions (e.g., username, temporary password).

**\*Note:** Steps 1 and 2 are not required for returning users. Simply login using the most recent login credentials. If the Site Administrator has changed, please call the Help Desk 800-362-0544 or email [Entry-Level@ASE.com](mailto:Entry-Level@ASE.com).

### **Step 3 – Accept the User Agreement**

The Site Administrator (new or existing) must first login and accept the user agreement each academic year before any other roles can login to purchase credits, add students, or administer tests.

### **Step 4 – Purchase Licenses (Test Credits)**

Upon logging in, the Site Administrator or Instructor may purchase Seat (individual) or Site (bundles) licenses/credits online via credit card, Purchase Order, or check. Licenses are valid for the current academic year; unused licenses at the close of the academic year expire with no residual value and are non-refundable. Licenses are available for use immediately upon purchase, at any time throughout the academic year.

### **Step 5 – Site Administrator Maintains Instructor List**

The school's Site Administrator adds one or more **Instructors** to the system by clicking the “Add Instructor” button. Instructors can be added or removed at any time. To remove an instructor simply click the “Retire Instructor” button.

### **Step 6 – Instructor Builds Rosters and Assigns Tests**

Instructors must login and build rosters for the current academic year. This is where tests are assigned, and student login information is generated and displayed. Please see the User Manual for further details.

### **Step 7 – Add A Test Proctor**

The school's Site Administrator or Instructor(s) add one or more **Proctors** to the system by clicking the “Add Proctor” button. The proctor may be a school administrative staff member or current or retired faculty member but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors. Proctors can be added or removed at any time. To remove a proctor simply click the “Retire Proctor” button.

### **Step 8 – Coordinate Testing Schedule with The Proctor**

Tests may be administered anytime during the academic year. Details of the actual test dates and times are coordinated between the Instructor and Proctor. \*Note there are times of maintenance that occur. Those times are posted on the [www.ASE.com/entry-level](http://www.ASE.com/entry-level) website as well as at the top of the login screens.

### **Step 9 – Proctor Administers the Tests**

The proctor is responsible for: verifying the student’s identity, enabling the computer-based test for the student, and general oversight of the student during the testing session. When using the remote proctoring feature, the proctor is also responsible for launching the video conference session for the student.

### **Step 10 – Student Login**

For initial login, the student will be required to enter their first and last name as it appears on the instructor's roster, plus a "Roster-Key" that was generated and displayed on that roster. During their first login, the student creates a password, edits their username, and completes their student profile. Returning students will enter their username and password. Instructors and Proctors may reset student passwords as needed. Please see User Manual for more details.

### **Step 11 – View Reports and Print Certificates**

Most tests are scored instantly, and results can be viewed and printed by the student and their instructor. Certificates can be viewed and printed by the instructor only\*. Tests that are offered for the first time will not be scored until late in the academic year.

**\*Note:** Certificate printing may be restricted and/or fulfilled by a third party in some states or localities.

### **For all technical assistance contact:**

- Test Administration Help Desk - 800-362-0544
  - 8:30 am - 5:00 pm eastern time
  - Email [Entry-Level@ASE.com](mailto:Entry-Level@ASE.com)
- Most problems with forgotten passwords can be resolved through the password recovery feature on the [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level) website
- To log in, go to [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level)