**ATSD Testing System – Student Instructions**

**Accessing the Testing System**

1. Visit the ATSD website <http://www.txstate.edu/trec/atsd/atsd.html>
2. Click on the “ATSD Testing System” link at the top of the page.
3. To gain entry to the Testing System, use your TxState email username and password.
4. The ATSD Testing System student homepage will be displayed.

**Viewing Test Requests**

1. Click the “View My Requests” link.
2. There are three options you can select for each test request.
	1. Change: Submit a change for information previously entered in a request.
	2. Cancel Request: Cancel a request you previously entered.
	3. Details: View the most up-to-date version of the test request and/or print.

**Requesting to Take a Test**

1. Click the “Request a Test” link.
2. A list of the classes that you are currently enrolled in will be displayed on the screen. Click the “Select Course” link beside the appropriate class.
3. After you choose the course, the first page of your test request will appear. If necessary, enter the appropriate information in the spaces provided. Click the “Next” button.
	1. The class you are requesting an assessment for should display at the top of the page.
	2. Enter any accommodations you do not want to access for this assessment in the “Enter any ODS Accommodations no Needed for this Test” box.
	3. Enter any important information regarding your request that ATSD and your instructor need to know in the “Student Comments Regarding This Test” box.
4. The second page of your test request will appear. Make the appropriate selections, and then click the “Next” button.
	1. Select the date you will be testing from the drop-down menus.
	2. Select the type of assessment from the drop-down menu.
	3. Select the time you will be testing from the drop-down menu.
5. The last screen will display a copy of your test request. Review it for accuracy, and then click the “Submit” button. If you need to make changes, click the “Back” button.
6. The pop up message “Thank you for submitting your request” will display to confirm that your test request has been submitted to ATSD. A confirmation email for your request will be sent to your TxState email account. A notification email regarding your request will also be sent to your instructor at this time.

**Submitting Changes to a Test Request**

1. To submit a change for a particular test request, click the “Change” link next to that request.
2. Make any necessary changes or additions to the test request. On the third screen, review the changes for accuracy, and then click the “Submit” button.
3. The pop up message “Thank you for your change request. All changes require 24 business hours to process. Your instructor has the right to deny this change” will display to confirm that your change request has been submitted to ATSD for processing. All changes to submitted test requests require 24 business hours to process.

**Canceling a Test Request**

1. To submit a cancellation request for a particular test request, click on the “Cancel” option next to that request.
2. To confirm your cancellation request, click the “Yes” button in the pop up screen.
3. The message “Request Submitted for Cancellation” will display at the top of the screen to confirm that your cancellation request has been submitted to ATSD for processing.

**Viewing Upcoming Tests**

1. Click on the “View Test Requests For Current Week” button.
2. A pop up screen will display a list of the tests you have scheduled for the current week.

**Viewing/Printing the Details Page**

1. To view detailed information for a particular test, click on the “Details” option next to that request.
2. The details page displays the most up-to-date information regarding a test request. If necessary, the test request can be printed from this screen.