

## Instructions for accessing ODCTE On-Line Testing System

When your testing unit boots, you will be presented with a system login screen with two options:

administrator  
student

The administrator account is for maintenance to the system and if you click on that username, you will also have to click into the password field and enter the administrator password before the user can gain unrestricted access to the system. This will be under the direction of the Computer/Technology Manager only.

Click on “student” and then click on OK.



To start a testing session, double-click on the Internet Explorer icon.

You will see the main testing menu:



You may see other options, or just the first option, depending on which tests you are allowed to give to your students. The EPA Certification Testing Site is for instructors that have students that need EPA Refrigerant Recycling Certification only for their students.

Click on “ODCTE On-Line Testing Site”

You will then be prompted to log into Model 204 (our mainframe gateway in Stillwater):



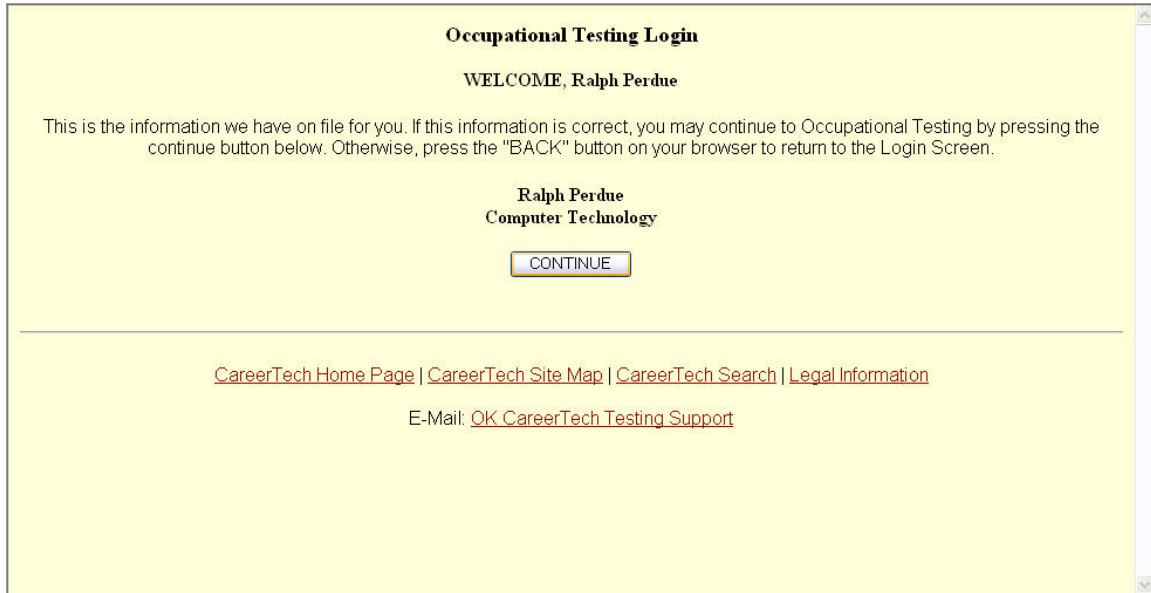
You will need to enter the M204 user ID and password. The Testing Division will give you the User Name and Password to your testing liason. Do not click on the Remember my password box. (Note: your prompt dialog box may appear differently than the one in this example.)

You will then be presented with the Testing Division Login and Confirmation screen:



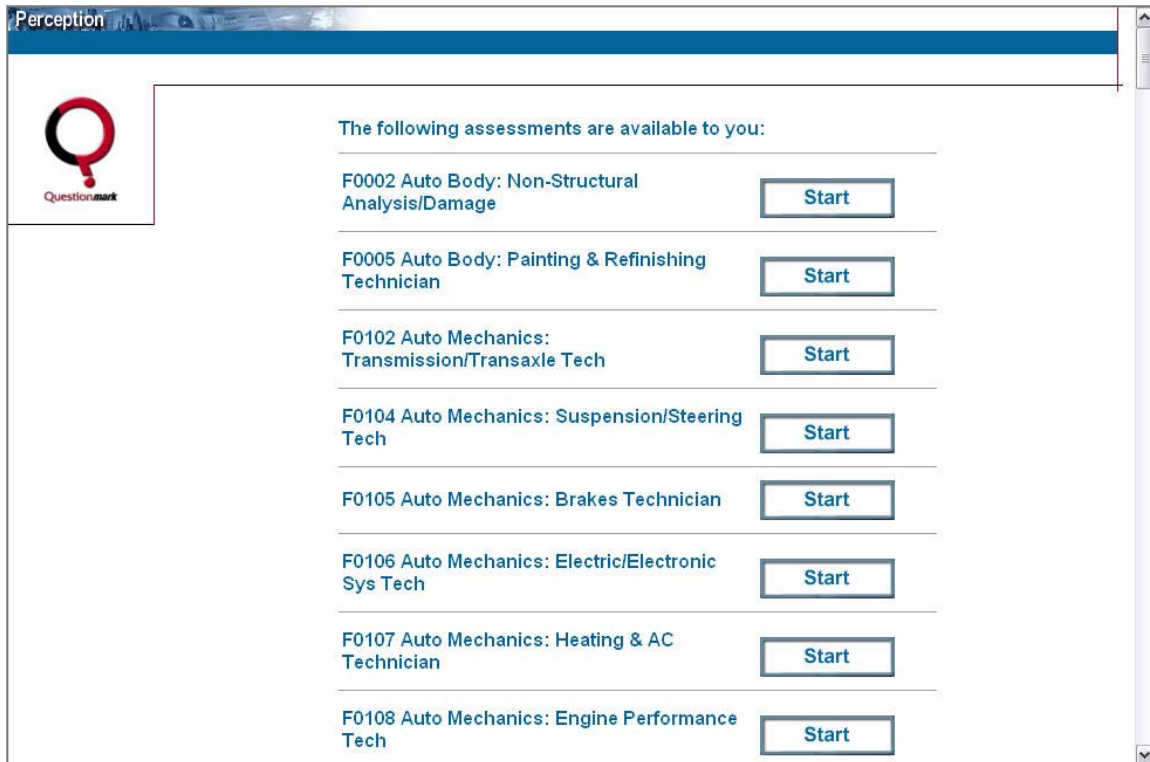
You will enter the **username** and **password** assigned to your testing facility. These will vary from facility to facility and your Testing Liaison or Instructional Leader should be able to provide you with this information. You will then need to enter the **PID** of the instructor that the student is assigned to before clicking on the **SUBMIT** button.

The name of the instructor will then be displayed for confirmation:



If this is the proper name of the instructor, you will press continue, otherwise, press Alt+[Left Arrow Key] in combination to "Back" to the previous login screen, and then enter the password again, along with the proper PID of the instructor.

Once the proper instructor has been chosen, you will be presented with a list of tests. Scroll through the tests until you see the test that the student has been assigned to take and click on the appropriate button:



Enter the information for the student on the first screen of the test for them. The student is not to set down in front of the computer until the first questions are presented. Once the student has completed the last question of the test, the instructor should then SUBMIT the test for them and take control of the computer from there.

All controls and navigation buttons are disabled for student use with the exception of the scroll bars. To close the Internet Explorer window upon test completion, press Alt-F4. Then press Alt-F4 again to close the instructor confirmation window. This should return you to the desktop.

Click on the Internet Explorer icon to begin a new test.

Once all tests for the session have been given, and you have returned to a normal desktop, the instructor must press Alt-F4 to shut down the computer. It then should ask you if you wish to RESTART or SHUTDOWN. Click on Shutdown and make sure the computer either shuts itself off, or it gives you a message that says you can shut it off.

Since Internet Explorer is in “KIOSK” mode, no control buttons are presented, so navigation is to be done manually. The manual navigation buttons are as follows:

Alt+[Left Arrow Key] = “Back” or return to the previously displayed screen in sequence

Alt+[Right Arrow Key] = “Forward” or move to the next screen in sequence

Alt+F4 = Close window while the browser is displayed

Alt+F4 = Close Microsoft Windows when the browser is closed and you have a normal desktop

If you have any questions, please call Ralph Perdue at (918) 653-7831 x279

If you have any questions about the tests themselves, or receive an error while testing, please call **Robyn Drury** in the Testing Division at (405) 743-5143.