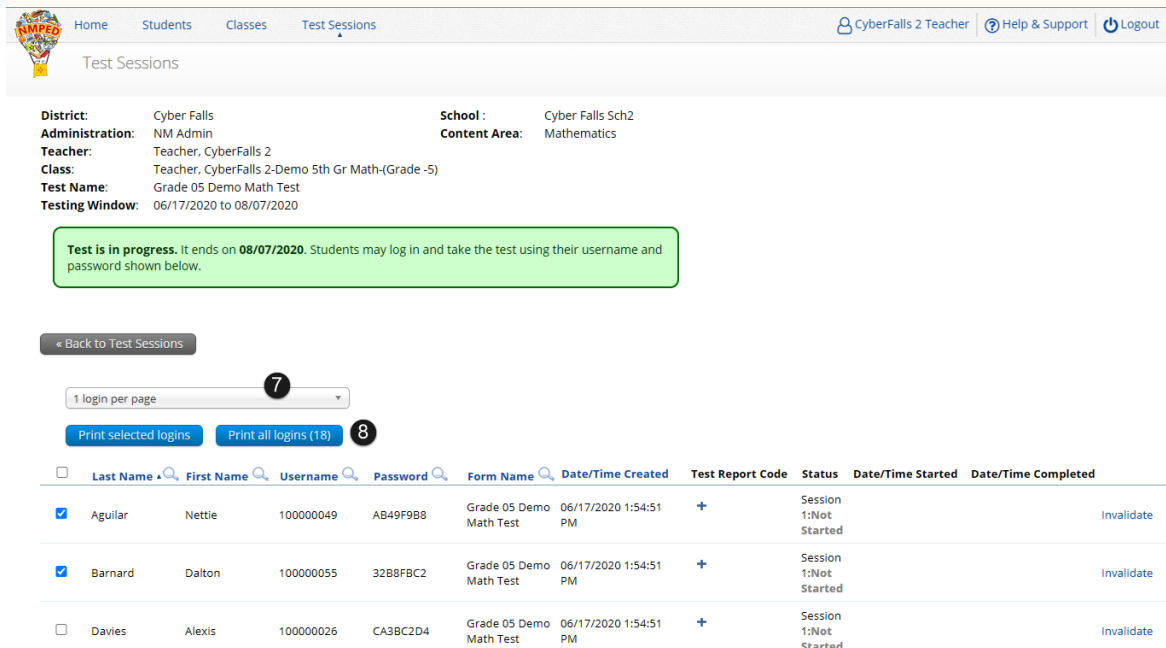
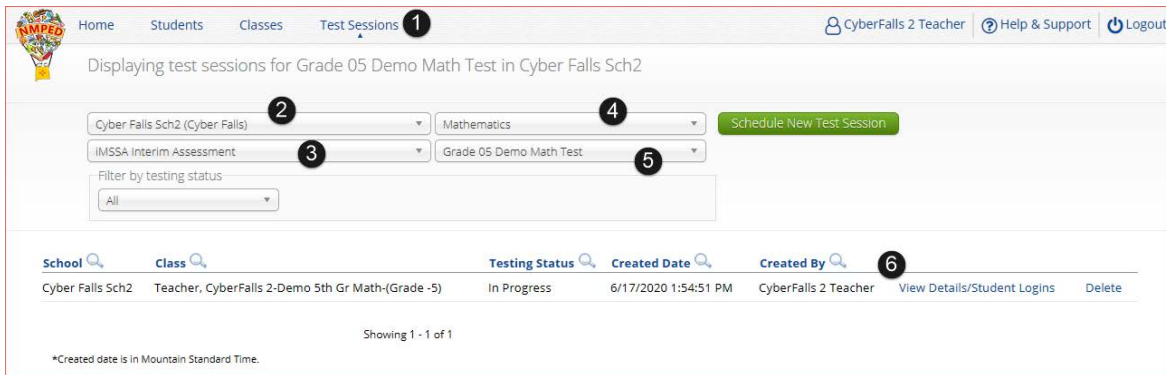


PRINTING STUDENT LOGINS

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can print student test logins. Student logins are printed in the Administration Component of the New Mexico Public Education Department Assessments Portal.



To print test logins for a test session:

1. In Administration click on **Test Sessions**.
2. Select your **Organization** from the organization drop-down menu.
3. Select the desired **program** (NM-ASR, NM-MSSA, iMSSA Interim Assessment, or Formative Assessment) from the program drop-down menu.
4. Select the **subject** from the subject drop-down menu.

5. Select a **test** from the test drop-down menu. The test sessions for that test will be displayed.
6. Click on **View Details/Student Logins** for the test session student logins are being printed for.
7. On the test session details page select the number of **student logins per page** from the drop-down list (1, 8, or 27 per page).
8. Select one of two print options, if only need to print a few students from the test session select the students from the table by putting a check mark next to their name and then click **Print selected logins**. If printing all students in the test session, click **Print all logins**. The student login cover page which shows names, usernames, passwords, and accommodations, and student logins are exported to a PDF file.
9. **Open** the PDF file and **print** the student labels. The logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers) when choosing 27 per page.

Student Login Cover Page shows login information and accommodations assigned to a student.

Teacher Name: Teacher, CyberFalls 2 Class Name: Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5) Test Name: Grade 05 Demo Math Test Testing Window: 6/17/2020 to 8/7/2020				
Student Name	Date of Birth	Username	Password	Accommodations
Aguilar, Nettie	4/22/2010	100000049	AB49F9B8	Reverse Contrast, Custom Masking, Color Contrast
Barnard, Dalton	2/22/2010	100000055	32B8FBC2	
Chan, Pedro	11/11/2009	100000056	5B789F9E	
Daly, Mathias	5/18/2010	100000042	9FCCAC2A	

Each student login displays the student name, date of birth, test name, username, and password.

Aguilar, Nettie DOB: 4/22/2010 Grade 05 Demo Math Test Username: 100000049 Password: AB49F9B8	Barnard, Dalton DOB: 2/22/2010 Grade 05 Demo Math Test Username: 100000055 Password: 32B8FBC2
Chan, Pedro DOB: 11/11/2009 Grade 05 Demo Math Test Username: 100000056 Password: 5B789F9E	Daly, Mathias DOB: 5/18/2010 Grade 05 Demo Math Test Username: 100000042 Password: 9FCCAC2A

Note: If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, after the test session was scheduled, the Add or Update Students button will appear at the top of the test session details page. Click Add or Update Students to update the test session with the changes before printing student logins.

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students