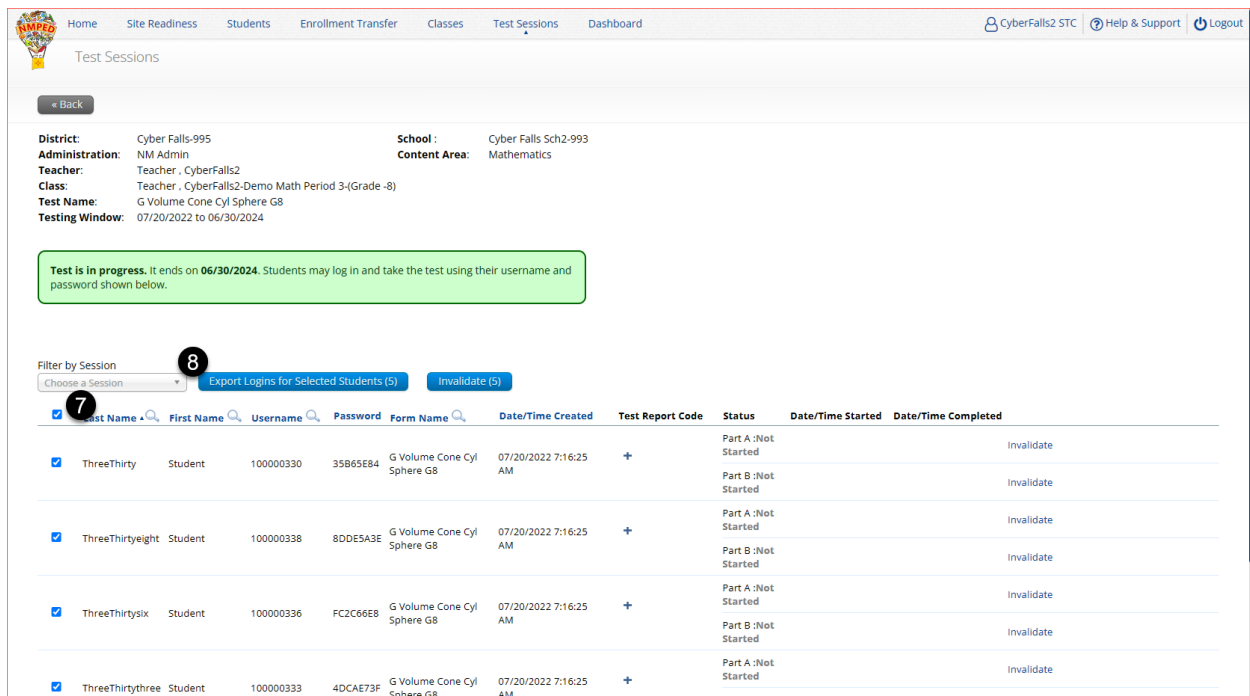
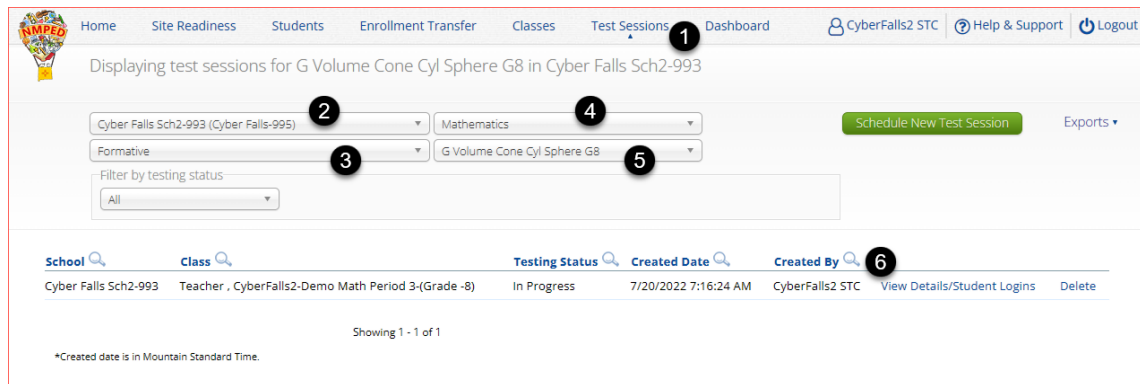
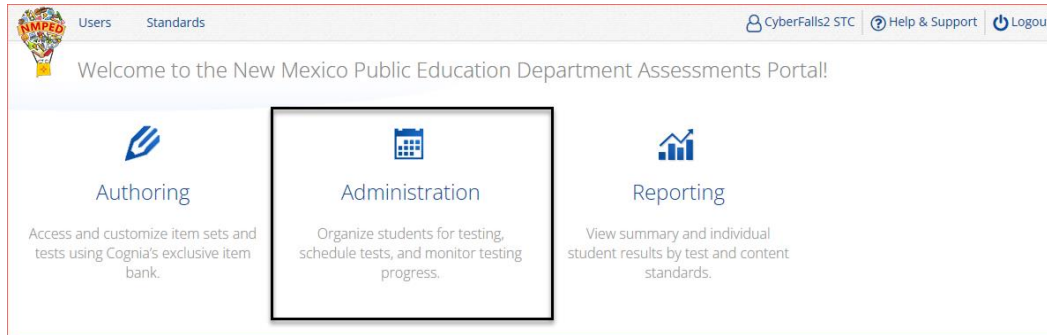
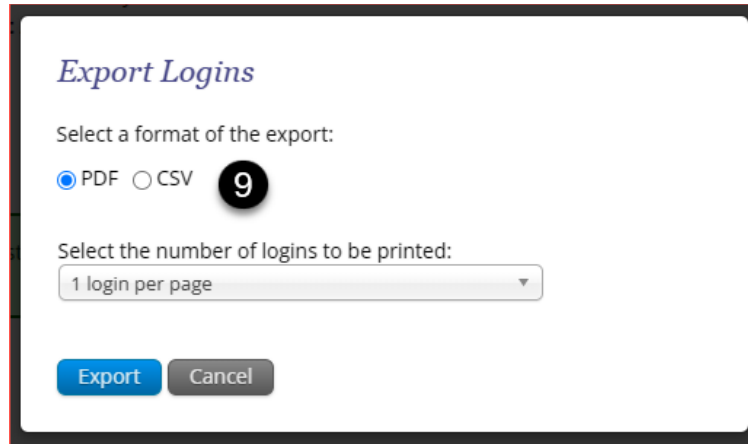


PRINTING STUDENT LOGINS

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.





Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

1 login per page

Export Cancel

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-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.
7. On the test session details page, select the students individually by checking the box next to their name or checking the box at the top of the student list to select all students.
8. Click **Export Logins for Selected Students**
9. Select PDF, choose how many student test logins to be printed per page, and then click **Export**. The student login cover page which shows names, usernames, passwords, and accommodations, and student logins are exported to a PDF file.
10. **Open** the PDF file and **print** the student test logins.

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

Teacher Name: Teacher , CyberFalls2 Class Name: Teacher , CyberFalls2-Demo Math Period 3-(Grade -8) Test Name: G Volume Cone Cyl Sphere G8 Testing Window: 7/20/2022 to 6/30/2024				
Student Name	Date of Birth	Username	Password	Accommodations
ThreeThirty, Student	9/3/1999	100000330	65E6C3E2	Reverse Contrast, Custom Masking, Color Contrast, Answer Masking, Mathematics TTS English
ThreeThirtyeight, Student	9/11/1999	100000338	8DDE5A3E	
ThreeThirtysix, Student	9/9/1999	100000336	FC2C66E8	
ThreeThirtythree, Student	9/6/1999	100000333	4DCAE73F	
ThreeThirtytwo, Student	9/5/1999	100000332	8ED68AE5	

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

Threethirty, Student DOB:9/3/1999 G Volume Cone Cyl Sphere Username: 100000330 Password: 65E6C3E2	Threethirtyeight, Student DOB:9/11/1999 G Volume Cone Cyl Sphere Username: 100000338 Password: 8DDE5A3E
Threethirtysix, Student DOB:9/9/1999 G Volume Cone Cyl Sphere Username: 100000336 Password: FC2C66E8	Threethirtythree, Student DOB:9/6/1999 G Volume Cone Cyl Sphere Username: 100000333 Password: 4DCAE73F

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