**Student Online Testing Instructions:**

The testing window is March 22-31.

1. Enter the URL address located on the Student Testing Ticket you received from your Advisor
2. Type your Username in the ID field located on the Student Testing Ticket
3. Type your Password in the Password field located on the Student Testing Ticket
4. Click on the **“Submit”** button
5. Verify your **Name, Member ID, School, State, Event Acronym**
6. Carefully read the On-Screen Information
7. Fill out Registration Card
8. Click on the **“Select”** link located beside the **Test Name**
9. Carefully follow the On-Screen Instructions
	1. If your time limit is not correct based on a possible IEP, please contact DECA Inc. at 703.860.5000
10. Click on the **“Start Test”** link
	1. If you click out of the test into a separate browser or application, you have only **ten seconds** to return to the testing window **or your test will be submitted and scored.** Please notify your proctor after submitting the test if you clicked out of the testing window but were able to resume testing.
	2. If anything out of the ordinary occurs while taking your test, please contact DECA Inc. at 703.860.5000 and ask for Data Management, or email michael@deca.org
11. Once you have completed your test, be sure to click on the **“Submit Test”** button for your test to be counted
12. Once you have clicked on the **“Submit Test”** button, click on the **“Close this Window”** link
13. Click on the **“Log Out”** link
14. Sign and Return your Student Testing Ticket to the Proctor once you have

**“Submitted”** your test and closed your **“Testing Session”**

Test takers will be allowed to take blank paper and a pencil into the test facility, but all notes will be collected after your test is complete.