



ACT State Testing Online Services Tutorial

Throughout the year, you will be asked to submit certain information to ACT via the Services for State Testing website. Following are brief instructions on how to use the application.

1. Receive e-mail from ACT

When your required form becomes available, you will receive an e-mail from ACT that summarizes the information you are to complete online and the completion deadline. The e-mail will include the URL to the website, your User ID, and your Password.

Read the e-mail carefully and save it for your records.

Note: Please be sure your spam filter will allow mass e-mails from **act.org**. These e-mails are sent to specific state school personnel all at once, and may be perceived as spam unless your administrator allows **act.org** as a safe sender.

2. Navigate to the URL

The e-mail from ACT contains a link to the online application.

To navigate to the URL, either click the link in the e-mail or copy the link from the e-mail and paste it in to the address bar in your web browser.

3. Log in to the application

Enter your User ID and Password to log in to the application. It is recommended that you copy and paste your User ID and Password directly from the e-mail to ensure it is entered correctly. Also, be aware that if you have copied any additional spaces at the beginning or end of your User ID or Password, you will not be able to log in.

Note: For security purposes, if a user attempts to log in five times in a row and is unsuccessful, the account will be disabled. Contact ACT State Testing to have your account enabled.

4. Update and submit account information

Fill in required account information or update any incorrect information. Required data are indicated with asterisks (*). When you are finished, click Save Changes at the bottom of the screen. Please be aware that your account information is basic information about you and your school, it is not the actual form you are required to complete. Please make sure to proceed to **Step 6**.

Note: If corrections need to be made to your High School Name, ACT High School Code, State Key (i.e. district and school code), First Name, or Last Name, please contact 800/553-6244 ext. 2800 for assistance.

5. Optional: Change Password / Set up security question

You may change your password by clicking Change Password on the left menu bar. At this time, it is suggested that you set up a security question. Once you have set up a security question, you may use the Forgot User ID or Password link on the login screen to retrieve a forgotten password.

6. Launch your assigned form

On the **Your Registrations** page, first read the message found at the top of the page; it contains important instructions. After reading the instructions, click the Launch button to open your assigned form. The Launch button is located at the bottom of the page in a table of your available form(s) in the “Next/Options” column.

7. Enter requested information

Enter your information into the form. Required data are indicated with asterisks (*). Data must be entered exactly as provided in the examples (e.g., mm-dd-yyyy, using dashes in the format). If there are multiple pages to your form, you will click the Next button at the bottom of the page to advance to the next section.

You also have the option to save your information at any time by clicking Save at the bottom of the page in a multiple page form. This will allow you to resume your form at a later time if needed.

Note: If you attempt to move to the next page or submit your form and cannot, scroll to the top of the page. **Red text** will be available to assist you in finding any missing information or any entries with incorrect formatting.

8. Review completed form

On the final page, after you enter your name and date of completion, select Go to Submit. You will be asked to review your information.

Note: You have not yet fully submitted your form at this point.

If you have changes, click the Edit button next to the title of the section to which you wish to make changes.

9. Submit completed form

Once you are ready to submit your information click Submit at the bottom of the review screen.

You must click “Submit” in order to complete the form and transmit your responses.

As a confirmation, the next screen will display a message indicating you have successfully submitted your form. There is no need to call ACT State Testing to verify receipt if you receive this confirmation message on your screen.

Once you have submitted your form, you will not be able to update the information. Contact ACT State Testing at 800/553-6244, ext. 2800 if you need to make changes to data you have submitted.

10. Print completed form for your records

Now you may select the option to Review / Print Your Application in the left navigation bar then click on the Printer-Friendly Version link to print a copy of your form for your files.

