

Nocti Business Solutions Managing the NEDA Testing Program

After your order has been placed, please allow a minimum of 24 hours for user codes to be available for testing.

STEP 1

Login to the Nocti Business Solutions Client Services Center at <http://clientservices.nocti.org/login.aspx>

SEE FIGURE 1

Figure 1

Client Services Center

Nocti
Business Solutions
Your Corporate Assessment Provider

The Client Services Center is for Nocti Business Solutions customers to manage their assessment program. Access is restricted to authorized personnel. By logging in, you are confirming you are authorized and agree to abide by the **Nocti Business Solutions Security Policy**.

Enter Login Credentials Below:

Site Code:
9999

Password:

Login

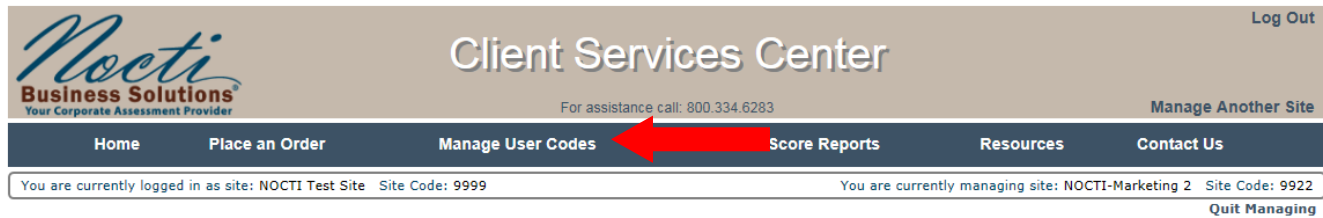
Click **Request My Password** to have the current password emailed to the designated Site Coordinator.

Office Closures System Maintenance Rules of Use Privacy Notice Cookie Policy Contact Us

STEP 2

Click on the 'Manage User Codes' button. *SEE FIGURE 2*

Figure 2



Welcome to the Nocti Business Solutions Client Services Center.
We have a new look but the functionality is very similar to the former site.

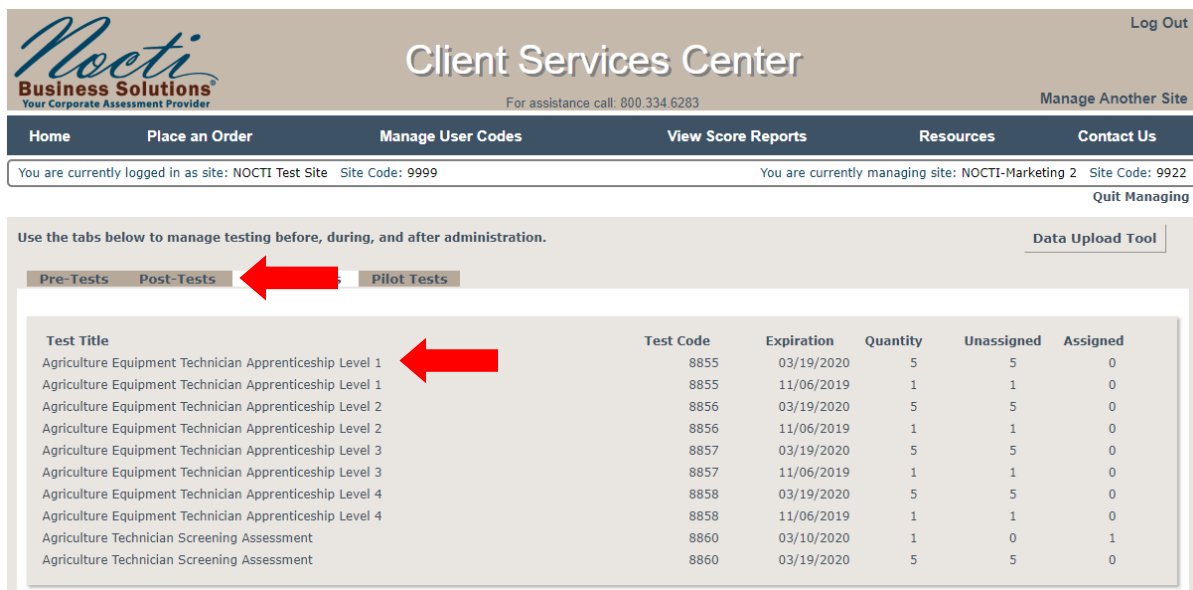
Three main upgrades:

- Company Communication Center - right here on the home page! Check here for important Nocti Business Solutions updates.
- Manage User Codes - you are now able to pick up and manage your user codes from the same location.
 - Assign User Codes
 - Release User Codes for Scoring
 - Access Preliminary Score Reports
- View Score Reports - you are now able to search by name for a score report!

STEP 3

All assessment user codes will be listed in the 'Post-Tests' tab. Each order that has been placed will appear on its own line. To access a list of user codes, click directly on the Test Title. *SEE FIGURE 3*

Figure 3



STEP 4

The list of user codes for that assessment title will appear. User codes must be assigned ahead of time by entering the test-taker's 'First Name', 'Last Name', and 'Participant ID' number. Participant ID numbers can be any numbering convention (*i.e. employee number*) but must be unique to the participant and cannot be used for multiple individuals. If you have no numbering system in place, enter the 'User Code' as the Participant ID. Once you have entered the information, click the 'Save Changes' button. *SEE FIGURE 4*

Figure 4

Client Services Center
For assistance call: 800.334.6283
Manage Another Site

Home Place an Order Manage User Codes View Score Reports Resources Contact Us

You are currently logged in as site: NOCTI Test Site Site Code: 9999 You are currently managing site: NOCTI-Marketing 2 Site Code: 9922

Quit Managing

Agriculture Equipment Technician Apprenticeship Level 1 - 8855

Sessions: 1
Type: Multiple Choice
Classification: Business and Industry

Study Guide User Codes

Filter User Codes
No Filter Selected

Assign Uploaded Data

Print All User Codes Print Select User Codes Save Changes Unassign All

Text-to-Speech	User Code Details	Participant Information	User Code Status	Test Progress	Release for Scoring
	User Code: 3820718 Password: ZdmpdLY5	First Name: John MI: <input type="text"/> Last Name: Doe Participant ID: 3820718	Assigned Issued: 9/19/2019 Expires: 3/19/2020	Written Test: 0/58 Performance Test:	
	User Code: 3820719 Password: ANgpzpKZ	First Name: Jane MI: <input type="text"/> Last Name: Miller Participant ID: 3820719	Assigned Issued: 9/19/2019 Expires: 3/19/2020	Written Test: 0/58 Performance Test:	
	User Code: 3820720 Password: mp7+faSA	First Name: <input type="text"/> MI: <input type="text"/> Last Name: <input type="text"/> Participant ID: <input type="text"/>	Unassigned Issued: 9/19/2019 Expires: 3/19/2020	Written Test: 0/58 Performance Test:	

STEP 5

You will receive a confirmation message that your changes have been saved. Click the 'Ok' button. *SEE FIGURE 5*

Figure 5

Save Changes Unassign All

Changes Saved

OK

STEP 6

If you have assigned and are using all user codes from this batch in one testing session, click on the 'Print All User Codes' button. If you are using only some of the user codes in this list for a testing session, click the 'Print Select User Codes' button. When you choose this option, a screen will appear giving you the option to choose which user codes you would like to print. Check the boxes in the 'Select All' column that you would like to print or if you would like to print them all, choose the box next to the 'Select All' column heading. Then click the 'Print' button. *SEE FIGURE 6*

Figure 6

Select user codes to print.

Select All: <input type="checkbox"/>	User Code	Name	Participant ID
<input checked="" type="checkbox"/>	3820718	John Doe	3820718
<input checked="" type="checkbox"/>	3820719	Jane Miller	3820719
<input type="checkbox"/>	3820720		
<input type="checkbox"/>	3820721		
<input type="checkbox"/>	3820722		

Participant ID: 3820719

STEP 7

A PDF document will open with the user codes and passwords you selected. This document also includes the testing URL for the online testing system. This document can be printed and divided for easy distribution of testing credentials. *SEE FIGURE 7*

Figure 7

Nocti QuadNet

8855 - Agriculture Equipment Technician
Apprenticeship Level 1

USERCODE: 3820718
PASSWORD: ZangueYS
PARTICIPANT NAME: John Doe
PARTICIPANT ID: 3820718

<https://testing.NoctiBusiness.com>

ver 1.0 10/01

Nocti QuadNet

8855 - Agriculture Equipment Technician
Apprenticeship Level 1

USERCODE: 3820719
PASSWORD: AHggppRZ
PARTICIPANT NAME: Jane Miller
PARTICIPANT ID: 3820719

<https://testing.NoctiBusiness.com>

ver 1.0 10/01

STEP 8

Upon completion of testing, a preliminary score report will be emailed to the site coordinator and it will also appear in the Client Services Center. Click on 'View Prelim' to obtain the score report. *SEE FIGURE 8*

Figure 7

The screenshot shows the 'Pre-Test User Codes' page in the Nocti Client Services Center. The page includes a navigation bar with links like Home, Place an Order, Manage User Codes, View Score Reports, Resources, and Contact Us. Below the navigation bar, there's a section for 'Agriculture Equipment Technician Apprenticeship Level 1 - 8855'. The main area is titled 'Pre-Test User Codes' and contains a table with columns: Text-to-Speech, User Code Details, Participant Information, User Code Status, Test Progress, and Release for Scoring. A red arrow points to the 'View Prelim' link in the 'Test Progress' column for the first user code.

Text-to-Speech	User Code Details	Participant Information	User Code Status	Test Progress	Release for Scoring
	User Code: 3820861 Password: bYdb=h3g	First Name: Jane Last Name: Miller Participant ID: 3820861	Ready Issued: 9/19/2019 Expires: 3/19/2020	Written Test: 32.8% Performance Test: View Prelim	<input type="checkbox"/>

STEP 9

Two business days after your testing date, official score reports will be available in the Client Services Center. To view them, click on the 'View Score Reports' button (*FIGURE 9*). Then click on 'Standard Reports' (*FIGURE 10*).

Figure 9

The screenshot shows the home page of the Nocti Client Services Center. The navigation bar includes links: Home, Place an Order, Manage User Codes, View Score Reports, Resources, and Contact Us. A red arrow points to the 'View Score Reports' button. Below the navigation bar, there's a welcome message and a list of dates when the system will be closed.

Welcome to the Nocti Business Solutions Client Services Center.

Nocti Business Solutions will be closed on the following dates:

- August 15 (Annual Staff Retreat)
- September 2 (Labor Day)

The Client Services Center and Online Testing system will be available on these dates, however, there will be no technical support available.

Happiness held is the seed; happiness shared is the flower" - John Harrington

Figure 10



STEP 10

The list of score reports available will be listed and can be viewed as a PDF ('View' button) or in an Excel spreadsheet. You can pull a list within a specific timeframe by entering a date range or you can search for a specific test taker by entering his or her name in the search filters. *SEE FIGURE 11*

Figure 10



Official score reports contain comparative data that is not available on the preliminary score report. This additional information compares the test taker to site, state, and national data. In addition, the scoring package includes group score reports that can be used for program improvement.