

Nocti Business Solutions Online Ordering for NEDA

STEP 1

Log into 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

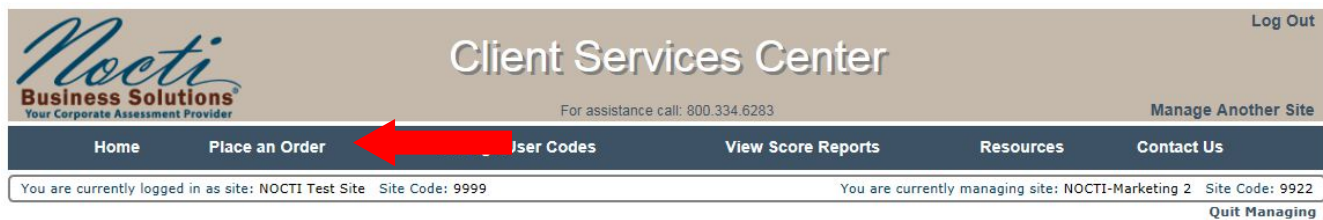
Click **Request My Password** to have the current password emailed to the designated Site Coordinator.

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

STEP 2

Click on 'Place an Order' 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

Click on the assessment you would like to order. Only the assessments you are authorized to order will be listed. *SEE FIGURE 3*

Figure 3



STEP 4

Enter the quantity of assessments you would like to order. Click on the 'Add Post-Tests to Cart' button.
SEE FIGURE 4

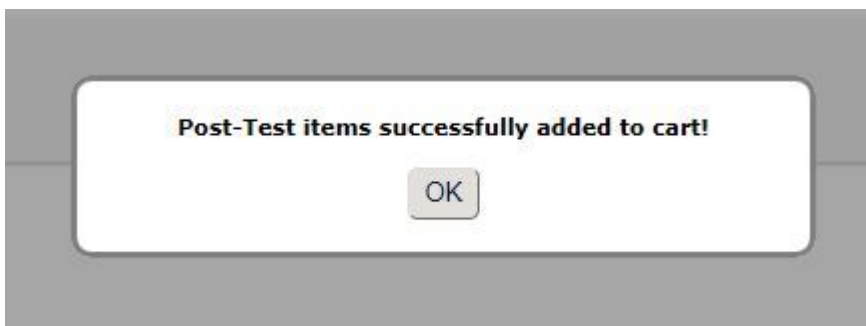
Figure 4

The screenshot shows the NOCTI Client Services Center interface. At the top, there is a header with the NOCTI logo, the text 'Client Services Center', and a 'Log Out' link. Below the header is a navigation bar with links: Home, Place an Order, Manage User Codes, View Score Reports, Resources, and Contact Us. A status bar indicates the user is logged in as 'NOCTI Test Site' and managing 'Northeast Equipment Dealers Association'. A search bar is present with the text 'Search by Test Code or Test Title:'. Below the search bar, the product '8855 - Agriculture Equipment Technician Apprenticeship Level 1' is displayed. A 'Post Tests' tab is active. A table shows the product details: 'Online Administration', 'Written Only Tests', 'Qty' (0), 'Number of Sessions (1-1)' (1), and '\$65.00'. A red arrow points to the 'Add Post-Tests to Cart' button. Other buttons include 'Return to Product List' and 'Shopping Cart (0)'.

STEP 5

You will receive a confirmation message. Click the 'Ok' button. *SEE FIGURE 5*

Figure 5



STEP 6

If you need to order additional assessments, click on the 'Return to Product List' button to be returned to the list of assessments you can order. If you are ready to submit your order, click on the 'Shopping Cart' link.
SEE FIGURE 6

Figure 6

The screenshot shows the Nocti Client Services Center interface. At the top, there is a header with the Nocti logo, the text 'Client Services Center', and a 'Log Out' link. Below the header is a navigation bar with links: Home, Place an Order, Manage User Codes, View Score Reports, Resources, and Contact Us. A status bar indicates the user is logged in as 'NOCTI Test Site' with site code 9999 and is managing 'Toyo Tire- North America Manufacturing Inc.' with site code 4922. On the right, there are links for 'Manage Another Site', 'Quit Managing', 'Order History', and 'Shopping Cart (4)'. A red arrow points to the 'Shopping Cart (4)' link. Below the status bar, there is a search bar with the text 'Search by Test Code or Test Title:' and a 'Search' button. The main content area is titled '0664 - Mechanical Maintenance' and has a 'Post Tests' tab. There are two buttons: 'Add Post-Tests to Cart' and 'Return to Product List'. A red arrow points to the 'Return to Product List' button. Below the buttons, there is a table with the following data:

Online Administration	Qty	Number of Sessions (1-1)	
Written Only Tests:	<input type="text" value="0"/>	<input type="text" value="1"/>	\$75.00

Below the table, there is a section for 'Paper/Pencil Administration' with the text 'Written Test Qty: \$75.00'.

STEP 7

From this screen you have several options. *SEE FIGURE 7*

If you click on the 'Empty Cart' button, all items will be removed from your shopping cart and you will be taken back to your list of assessments.

The 'Continue Shopping' button will take you back to your list of assessments so you can continuing shopping.

The 'Edit' button to the left of the product(s), will allow you to edit the quantity/number of sessions for that assessment.

The 'Delete' button to the left of the product(s), will delete that assessment from your shopping cart.

If all details on the order are correct, click on the 'Check Out' button to proceed with your order.

Figure 7

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: Toyo Tire- North America Manufacturing Inc. Site Code: 4922

Quit Managing

Empty Cart Continue Shopping **Check Out**

	Test Code	Product Name	Number of Sessions	Product Type	B and I Quantity	Total Quantity
Edit Delete	0047	Electromechanical Technology	1	Post-Test - Multiple-Choice - Online	2	2
Edit Delete	0664	Mechanical Maintenance	1	Post-Test - Multiple-Choice - Online	2	2

STEP 8

The next screen includes a security reminder. You must click on 'Accept' to proceed with your order. *SEE FIGURE 8*

Figure 8

Security Reminder

Assessment security involves procedures for shipping, receiving, storing, disseminating and controlling assessment materials, in both hard copy and online formats. Before finalizing your order, please acknowledge the following security requirements:

- Assessment instruments shall not be reproduced, in whole or in part, in any fashion.
- Teachers for the content area in which the assessment is administered are prohibited from proctoring their own students or students in a similar educational or Career Technical Education program during the multiple-choice (written) assessments, in both online and paper/pencil formats.
- Teachers are prohibited from serving as evaluators for performance assessments. Third party, non-instructional individuals must be selected when identifying evaluators.
- Assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects may not be shared with secondary or post-secondary teachers at any time, under any circumstances. Additionally, teacher access to the Client Services Center is prohibited using the site coordinator's log-in credentials
- Testing sites must protect the integrity of QuadNet™, NOCTI's online testing and management system. Access to password-protected sites is restricted to individuals qualified to take part in the local testing program (e.g., students taking an assessment, site coordinators accessing the Client Services Center)

The bullets above are excerpts from the NOCTI Security Policy. The complete NOCTI Security Policy may be accessed by clicking on this link: [http://www.nocti.org/PDFs/Forms/Testing Agreement.pdf](http://www.nocti.org/PDFs/Forms/Testing%20Agreement.pdf).

Clicking on the **ACCEPT** button verifies you are an authorized user of this system and have agreed to abide by and enforce all the terms and conditions of the NOCTI Security Policy.

ACCEPT **DECLINE**

STEP 9

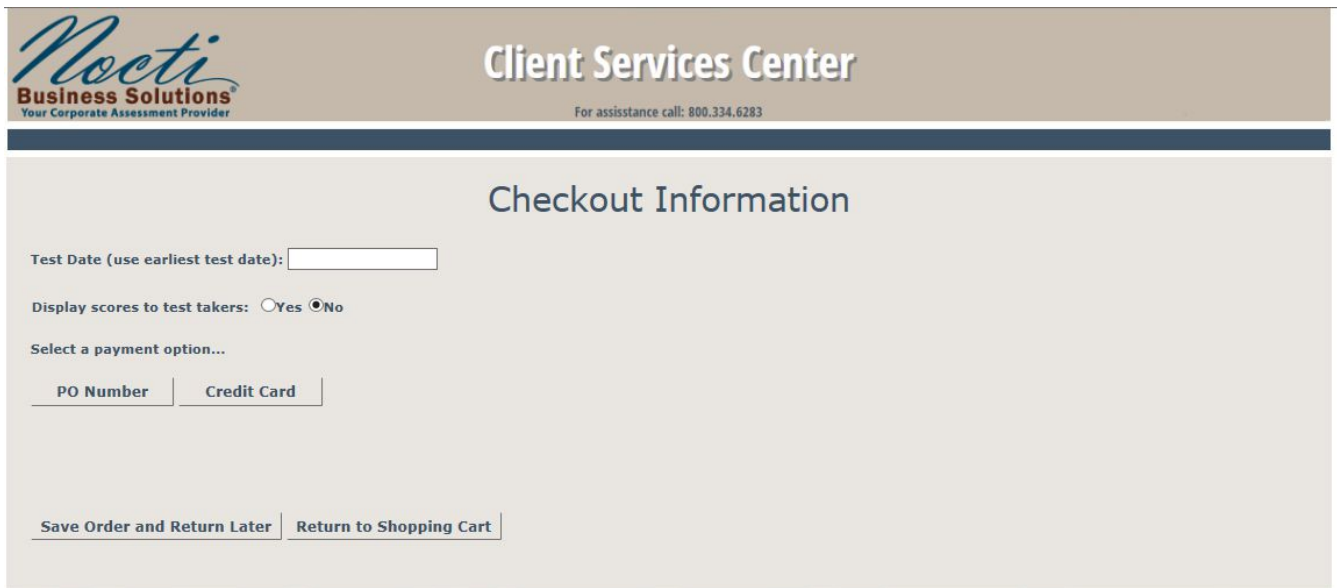
Enter your Test Date. If you are uncertain of your exact test date, choose any date that is a minimum of one day after your order date. *SEE FIGURE 9*

If you are ordering online assessments, you will need to choose whether you want the online testing system to display assessment scores to the test takers. *SEE FIGURE 9*

If you are using a Purchase Order to place your order, click on the 'PO Number' button and enter the PO number in the box. You also have the opportunity to upload a copy of your PO. Click on the 'Continue' button. *SEE FIGURE 10*

If you are using a Credit Card to place your order, click on the 'Credit Card' button. Complete the credit card information fields and click on the 'Continue' button. *SEE FIGURE 11*

Figure 9



The screenshot shows the 'Client Services Center' header for Nocti Business Solutions. Below the header is a dark blue bar. The main content area is titled 'Checkout Information'. It contains a text input field for 'Test Date (use earliest test date):', a radio button selection for 'Display scores to test takers:' with 'No' selected, and a section for 'Select a payment option...' with two buttons: 'PO Number' and 'Credit Card'. At the bottom, there are two buttons: 'Save Order and Return Later' and 'Return to Shopping Cart'.

Nocti
Business Solutions
Your Corporate Assessment Provider

Client Services Center
For assistance call: 800.334.6293

Checkout Information

Test Date (use earliest test date):

Display scores to test takers: ☐ Yes ☒ No

Select a payment option...

Figure 10

Checkout Information

Test Date (use earliest test date):

Display scores to test takers: ☐ Yes ☒ No

Select a payment option...

☐ PO Number

☐ Credit Card

PO Number: PO Filename:

Uploading a PDF copy of your purchase order may streamline order processing.

You are required to provide a physical copy of your purchase order for curriculum orders. If you do not upload a PDF copy or fax it to 231-796-4695, you will be contacted by a Nocti Business Solutions representative and your order will not be processed until a purchase order is received.

Would you like to upload your purchase order now?

Promotional Code:

Special Instructions:

Enter any special instructions in this box.



Figure 11

The image shows a web application interface for Nocti Business Solutions. A modal window titled "Billing Information" is open, displaying a form with the following fields: Name, State, Address, Postal Code, City, and Country. Below the form, there is a note: "Note: Your card will be charged immediately for orders consisting of only online items." and two buttons: "Cancel" and "Continue". A red arrow points to the "Continue" button. In the background, the main page is visible, showing the Nocti Business Solutions logo, a "Test Date" field with the value "9/21/2019", a "Display scores to test takers" section with radio buttons for "Yes" and "No" (where "No" is selected), a "Shopping Cart Total" of "325.00", a "Promotional Code" field, and a "Special Instructions" section. At the bottom, there is a "Select a payment option..." section with buttons for "PO Number" and "Credit Card".

STEP 10

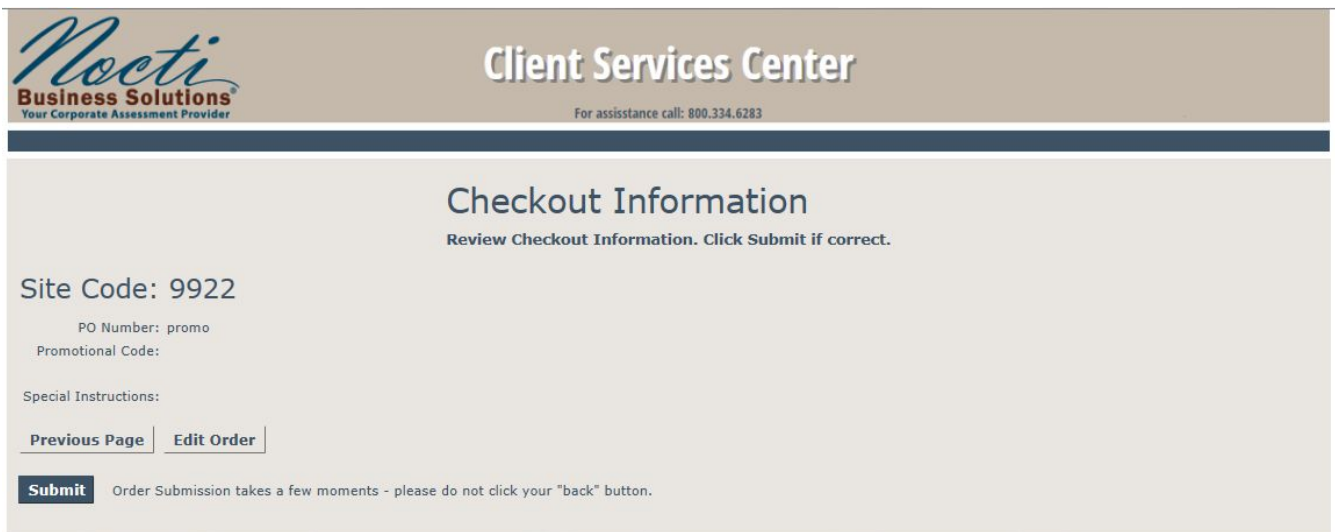
The next screen gives you an opportunity to review your order. *SEE FIGURE 12*

If you need to edit your order, click on the 'Edit Order' button.

If you need to go back to the previous screen, click on the 'Previous Page' button.

If your order is complete, click on the 'Submit' button.

Figure 12



The screenshot shows the 'Client Services Center' header with the Nocti Business Solutions logo and a contact number. The main heading is 'Checkout Information' with a sub-instruction to review and submit. The form contains fields for Site Code (9922), PO Number (promo), Promotional Code, and Special Instructions. Navigation links for 'Previous Page' and 'Edit Order' are present. A 'Submit' button is at the bottom, followed by a note about submission time.

Nocti Business Solutions
Your Corporate Assessment Provider

Client Services Center
For assistance call: 800.334.6283

Checkout Information

Review Checkout Information. Click Submit if correct.

Site Code: 9922

PO Number: promo

Promotional Code:

Special Instructions:

[Previous Page](#) [Edit Order](#)

Submit Order Submission takes a few moments - please do not click your "back" button.

STEP 11

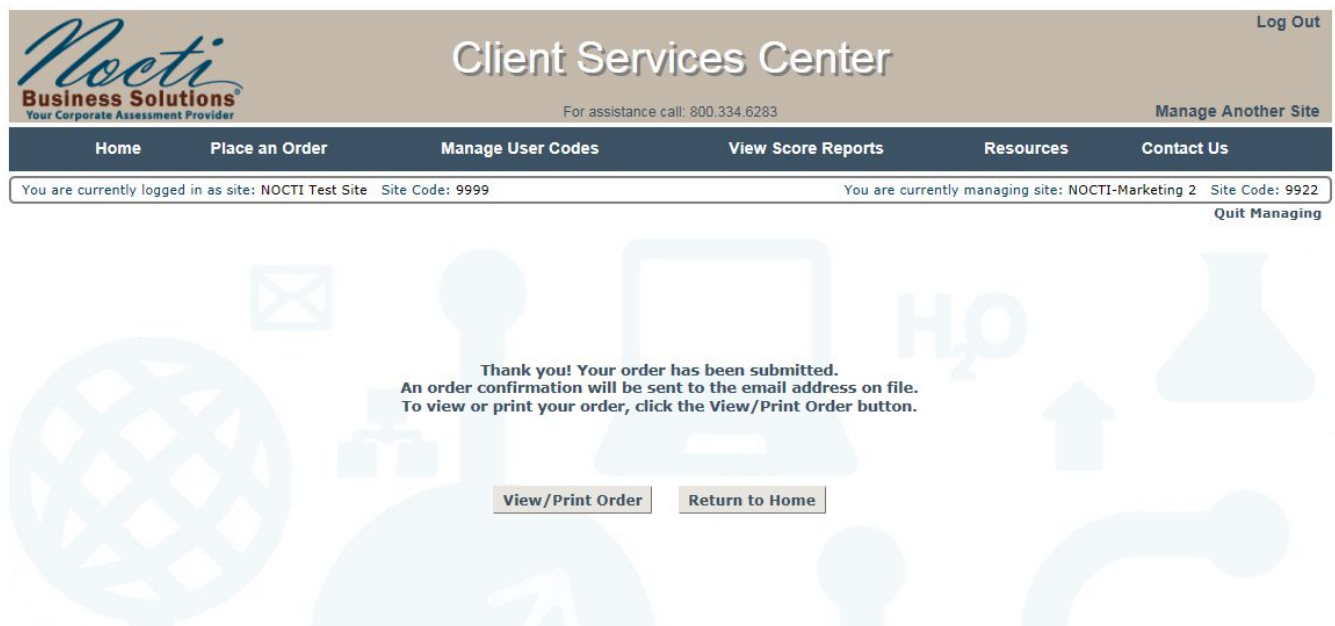
After you submit your order, you will be directed to a confirmation page. *SEE FIGURE 13*

Your order will be processed and your user codes for online testing will be available within two business days.

If you would like to view and/or print your order, click on the 'View/Print Order' button. Proceed to STEP 12

You can also click on the 'Return to Home' button to be redirected to your Client Services Center Home Page.

Figure 13



The screenshot shows the 'Client Services Center' header with a 'Log Out' link. A navigation bar includes links for Home, Place an Order, Manage User Codes, View Score Reports, Resources, and Contact Us. A status bar indicates the user is logged in as 'NOCTI Test Site' and managing 'NOCTI-Marketing 2'. The main content area displays a confirmation message and two buttons: 'View/Print Order' and 'Return to Home'.

Nocti Business Solutions
Your Corporate Assessment Provider

Client Services Center
For assistance call: 800.334.6283

[Log Out](#)

[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](#)

Thank you! Your order has been submitted.
An order confirmation will be sent to the email address on file.
To view or print your order, click the View/Print Order button.


[View/Print Order](#) [Return to Home](#)

STEP 12

If you chose to view and/or print your order, you will be redirected to a list of your orders. *SEE FIGURE 14*

Click on the order you just placed and you will be able to view and print the order. *SEE FIGURE 15*

Figure 14



Client Services Center

For assistance call: 800.334.6283

[Log Out](#)
[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](#)
[Return](#)

Choose your date range and click Retrieve to view your online order history from 2008 to the present.
 Create a new shopping cart based on an order from last season by selecting an order that has the Create Cart link.


Start Date:

End Date:

[Retrieve Orders](#)

Order ID	Order Date	Test Date	Contact Phone	Contact Name	Email	Display Scores	Comment
33743	Feb/15/2018	Feb/17/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33670	Feb/13/2018	Feb/16/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33662	Feb/13/2018	Feb/16/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33597	Feb/08/2018	Feb/22/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com	testing	
33596	Feb/08/2018	Feb/15/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33594	Feb/08/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com	testing	
33593	Feb/08/2018	Feb/15/2018	231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33326	Jan/29/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33278	Jan/26/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33277	Jan/25/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33275	Jan/25/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33274	Jan/25/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33273	Jan/25/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		
33272	Jan/25/2018		231-796-4695	Anne Gielczyk	jenny.burson@gmail.com		

Figure 15



500 N. Bronson Ave., Big Rapids, MI 49307
 1-800-334-6283 FAX: 231-796-4699
www.NOCTI.org

ORDER FORM

Order Id: 19295

Order Date: 01/18/2016

Pre-Assessment Date: N/A

Assessment Date:

Performance Date:

Site Code: 9922

Site Name: NOCTI-Marketing 2

BILLING
*Online orders and Study Guides require a PO or Credit Card.

PO Number:	
Use Card On File:	Yes
Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Save as Card On File:	No

SHIP TO

School	NOCTI-Marketing 2
ATTN	Anne Gielczyk
Address	500 N. Bronson Ave.
Address (additional)	
City	Big Rapids
State, Zip	Michigan 49307
Phone	231-796-4695
E-Mail	anne.gielczyk@nocti.org
Fax	231-796-4699

Ship by:

All orders are shipped UPS Ground unless otherwise specified.

STEP 13

You are able to view your order history at any time by clicking on the 'Place an Order' button in the Client Services Center and then clicking on the 'Order History' link. *SEE FIGURE 16*

Figure 16



Nocti Business Solutions
Your Corporate Assessment Provider

Client Services Center

For assistance call: 800.334.6283

Log Out

Manage Another Site

Home Place an Order 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: Toyo Tire- North America Manufacturing Inc. Site Code: 4922

Search by Test Code or Test Title: Search

Quit Managing
Order History
Shopping Cart (0)

Test Code	Product Name	Product Type
0047	Electromechanical Technology	Experienced Worker
0640	Machine Repair	Industrial Tests
0480	Maintenance Technician	Industrial Tests
0664	Mechanical Maintenance	Industrial Tests
0661	Mechanical Systems	Industrial Tests