



Instructions for Downloading the Online Attendance Roster

Although you can access and download a roster for your test center at any time, you should always complete your final download the Tuesday prior to the test administration date so that you have all of the candidates registered for the test administration date at your site.

Follow the [Pre-Download Instructions for the PBT, CAT/STN Test Centers](#) prior to completing the steps below.

STEP 1

Obtain a user name and password to the site. To obtain a user name and password, or if you require further assistance logging in to the site, contact your TAS representative at 1-800-257-5123 if you are a PBT test center, or your HED representative at EPPAdmin@ets.org or 1-609-683-2479 if you are a CAT/STN test center.

STEP 2

Login to the site by clicking on the link "Go to Login." Enter the user name and password provided to you in the appropriate fields and click "login." You will be able to change your password after logging in.

If you have forgotten your password, click on the "Forgot Username or Password" link and complete the required fields. Click "Submit." An email will be sent to you with your user name and password.

STEP 3

Click on "Reports" and then "Run Reports."

STEP 4

Under the Miscellaneous heading, click on the "csv" link to the right of Test Center/Site Attendance Roster CSV line.

STEP 5

In the "facility" drop-down box, select your test center name, test center number and:

- A = PBT Monday (Sabbath) Testing
 - B = PBT Standard Testing
 - H = PBT Nonstandard testing
 - CAT Testing (Test Center Name-STN site code)
- In the "Administration Date" drop-down, select the test administration date roster you wish to download. (Note: If you are downloading a roster for Monday Testing, you need to select the National Testing Administration Date.)
 - In the "Sort by" drop-down, leave the selection as shown: Session, Test Code, Last Name, First Name. (The other selections are not programmed to download the roster.)
 - Click on "Submit."

STEP 6

A file download pop up box will appear. Click on "Open." This will open a .csv file in Microsoft Excel.

STEP 7

On your keyboard, press the "Ctrl" and the letter 'q' buttons at the same time. This function will automatically format the roster for you.

STEP 8

A formatted file will appear with all of the candidates test day information. Before working with this file, you must:

1. Go to the toolbar and select "File" and "Save As."
2. In the "Save in" field, select the directory or the folder that you would like the roster file to be saved on your computer.
3. In the "file name" field rename the file. (one suggestion is attendance_roster-test center name_admin date)
4. In the "Save as type" field, click on the scrollbar and select "Microsoft Excel Workbook."
5. Click the "Save" button.

STEP 9

Sort and print the roster as needed.

DO NOT alter the format of the electronic summary voucher. When using the paper voucher, please make sure the entries are legible. Submission of an accurate and complete voucher allows the Honoraria department to process the vouchers and payments in a timely fashion.