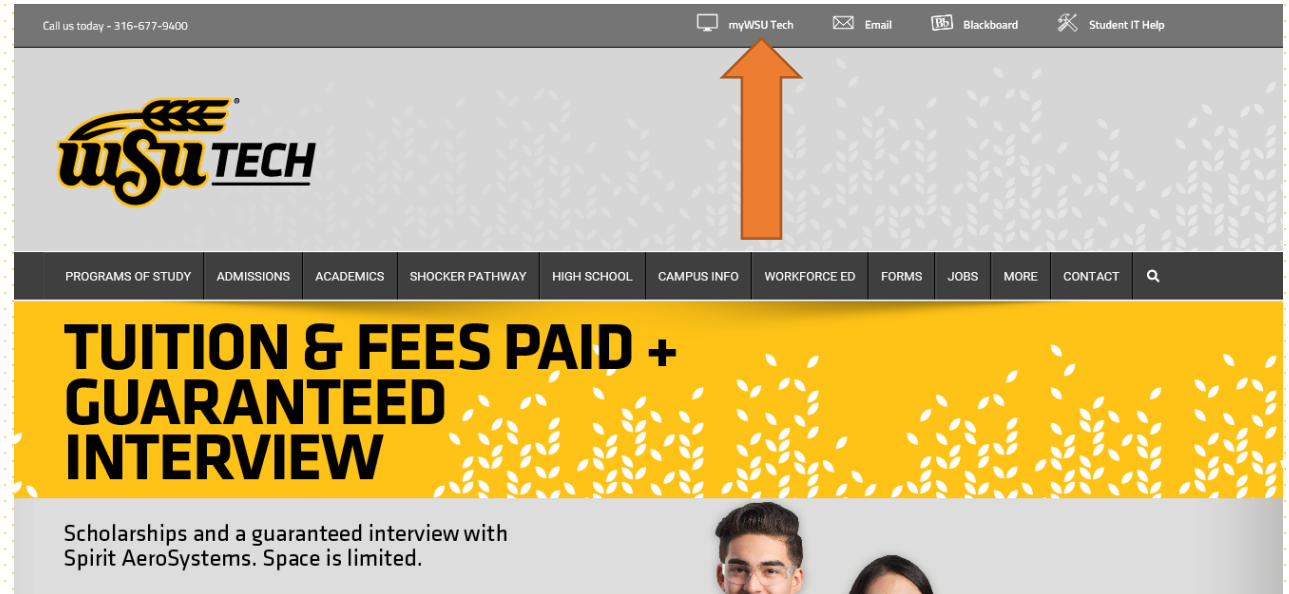


How to Access Request to Administer Documents

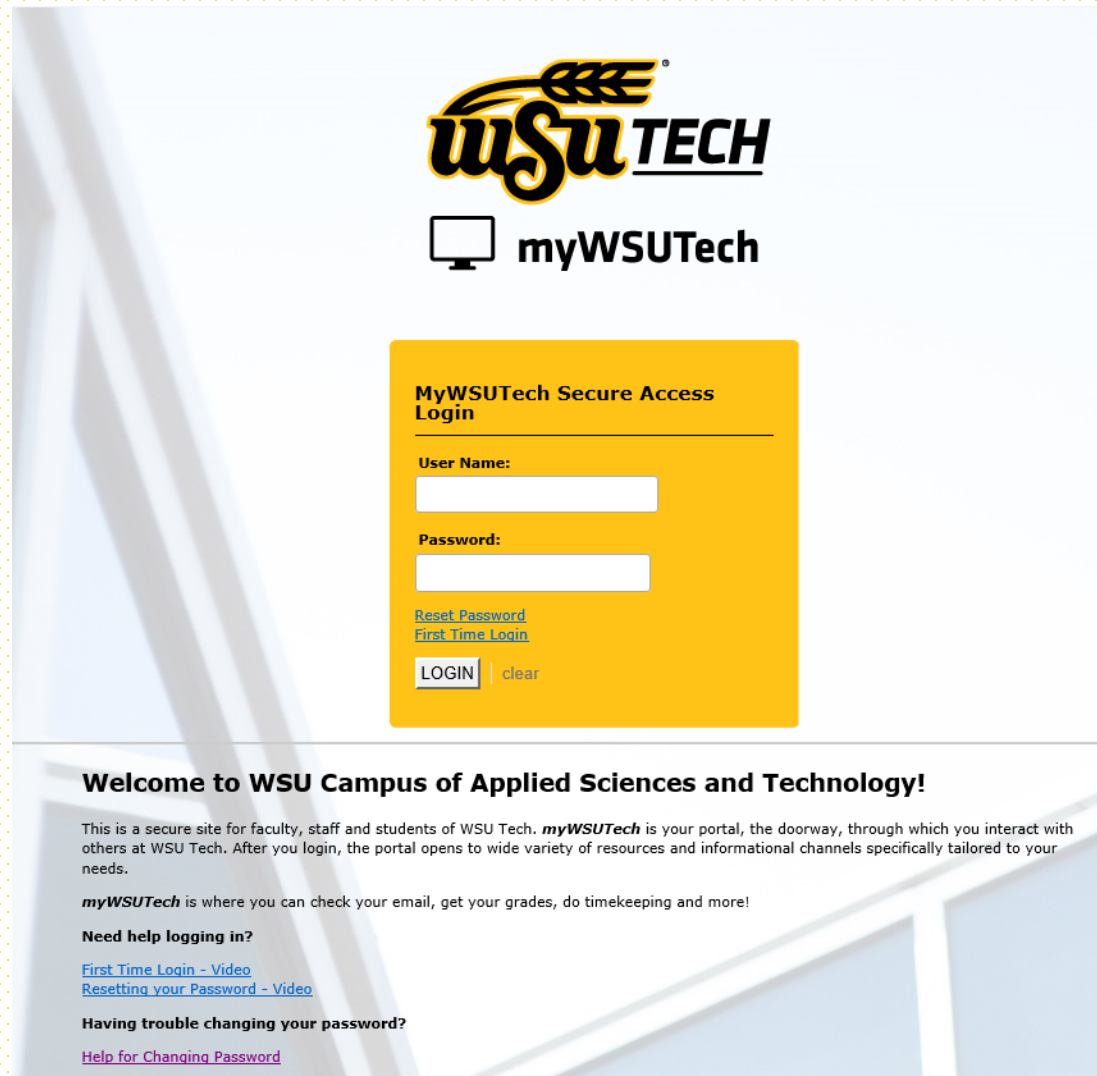
Start by opening up the WSU
Tech website.
www.wsutech.edu.

At the top of the page there
will be a gray banner bar. On
this gray banner bar click on
the myWSUTech link.



Log Into Your myWSUTech Portal

Enter your username and
password. Then click Login.



The screenshot shows the myWSUTech login interface. At the top right is the WSU TECH logo, featuring a stylized 'W' and 'S' with a leaf-like graphic, and the text 'WSU TECH' in a bold, sans-serif font. Below the logo is a computer monitor icon followed by the text 'myWSUTech'. The main content area is a yellow box titled 'MyWSUTech Secure Access Login'. Inside this box, there are two input fields: 'User Name:' and 'Password:'. Below the password field are two links: 'Reset Password' and 'First Time Login'. At the bottom of the yellow box is a 'LOGIN' button and a 'clear' link. Below the yellow box, there is a section titled 'Welcome to WSU Campus of Applied Sciences and Technology!'. This section contains a paragraph of text explaining the site's security and purpose, followed by a link to 'myWSUTech' and a section titled 'Need help logging in?' with two video links: 'First Time Login - Video' and 'Resetting your Password - Video'. Finally, there is a section titled 'Having trouble changing your password?' with a link to 'Help for Changing Password'.

WSU TECH
myWSUTech

**MyWSUTech Secure Access
Login**

User Name:

Password:

[Reset Password](#)
[First Time Login](#)

LOGIN | clear

Welcome to WSU Campus of Applied Sciences and Technology!

This is a secure site for faculty, staff and students of WSU Tech. **myWSUTech** is your portal, the doorway, through which you interact with others at WSU Tech. After you login, the portal opens to wide variety of resources and informational channels specifically tailored to your needs.

myWSUTech is where you can check your email, get your grades, do timekeeping and more!

Need help logging in?
[First Time Login - Video](#)
[Resetting your Password - Video](#)


Having trouble changing your password?
[Help for Changing Password](#)

Faculty Tab

Once you are in your myWSUTech you will click on the “Faculty” tab in the gray column on the left side of the page.



The screenshot shows the myWSUTech interface. On the left is a dark blue sidebar with the WSU Tech logo and a list of navigation tabs: WSU Tech, Employee, Faculty, Student, Prospective Student, Library, Financial Aid, Career Services, and Wellness. The 'Faculty' tab is highlighted in gray. A yellow arrow points to this tab. The main content area is white and displays the user's information under the heading 'WSU Tech ID & Username'. Below this heading is a table with the following data:

Username:	cwilson21
Email:	cwilson21@wsutech.edu
Student ID:	W00119987
ID QR Code:	 W00119987

Below the table is a section titled 'Quick Links' with a list of links:

- [Check your financial aid status](#)
- [Check your statement](#)
- [Prospective Student Checklist](#)
- [Interactive Class Schedule](#)
- [Employee Directory](#)
- [Remote Desktop Connect Guide - Students](#)
- [Remote Desktop Connect Guide - Employees](#)
- [Digital Literacy Self Study Course](#)

Request to Administer Test

Within the “Faculty” tab you will find the “Request to Administer Test” links.

To complete your Request to Administer Test you will need to access both the “Request to Administer Fillable Form” and the “Class Roster Fillable Form”.

Simply click on the links and the necessary forms will open up.


The screenshot shows the myWSUTech website interface. On the left is a dark blue sidebar with a menu containing: WSU Tech, Employee, Faculty (highlighted), Student, Prospective Student, Library, Financial Aid, Career Services, and Wellness. The main content area has a yellow header for 'Faculty Links'. Below this header, there are several links and sections: 'Student of Concern/Incident Report', 'Syllabus Templates', 'Search Interactive Schedule', 'World Wide Instructional Design System (WIDS)', 'WIDS Instruction Video', 'Faculty Dashboard 'How-To'', 'Academic Affairs Forms', 'myDegreePlan Faculty Guide', 'WSU Tech Academic Calendar', 'Professional Development', 'WSU Tech Policies and Procedures', 'Intranet Home Page', 'Employee Directory', 'Employment at WSU Tech', 'Knowledge base', 'Request to Administer Test' (with a sub-section containing 'Request to Administer Fillable Form', 'Class Roster Fillable Form', 'Testing Center Information', and 'How to Submit Your Request to Administer'), and 'Take Student Attendance'. Two yellow arrows point from the bottom of the sidebar to the 'Request to Administer Test' section.

Request to Administer Fillable Form

After clicking the “Request to Administer Fillable Form” link, the fillable form will open up.

You will need to complete this form, and email it to Testing Services at Testing@wsutech.edu.

Next you will need to complete the “Class Roster Fillable Form”.



Request to Administer Test

Instructor Name Click or tap here to enter text. Instructor Phone Click or tap here to enter text.
(Where Instructor can be reached for questions, during testing)

Student Name (or attach roster) Click or tap here to enter text. Location to Administer Test Choose an item.

Please indicate course type: Make-up test Hybrid/online Final Scantron Time Allowed: Click or tap

Course Name and Number: Click or tap here to enter text. Test Name: Click or tap here to enter text.

First Date/Time Student may take Test Click or tap here to enter text. Last Date/Time Student May take Test Click or tap here to enter text.

Send Completed Request and Class Roster forms via email to: Testing@wsutech.edu

*If submitting Request for an individual (1) student Class Roster form is not required.
 If submitting Request for multiple students then completed Class Roster for is **REQUIRED.

Allow the use of:	Yes	No	Allow Student to:	Yes	No	Other Instructions:
Calculators	<input type="checkbox"/>	<input type="checkbox"/>	Use their personal Calculator	<input type="checkbox"/>	<input type="checkbox"/>	Password <input type="text"/> <small>Click or tap here to enter text.</small> Additional instructions for Testing staff: This space is for additional testing instructions only. PLEASE DO NOT ADD STUDENT NAMES IN THIS AREA. Send student names in separate Excel spreadsheet.
Notes: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark on the test	<input type="checkbox"/>	<input type="checkbox"/>	
Scratch Paper	<input type="checkbox"/>	<input type="checkbox"/>	Take their notes/scratch paper home	<input type="checkbox"/>	<input type="checkbox"/>	
Text Book	<input type="checkbox"/>	<input type="checkbox"/>	Leave the room during the test	<input type="checkbox"/>	<input type="checkbox"/>	
Dictionary	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by Testing staff

Test Date:

Start time:

Stop time:

Proctor Initials:

Student signature: Date:

Revised 03/2019

Class Roster Fillable Form

If you are submitting a “Request to Administer Fillable Form” for an individual student (1 student), then you do not need to complete a “Class Roster Fillable Form”.

For multiple students you will need to complete a “Class Roster Fillable Form”.

Email the completed “Request to Administer Fillable Form”, along with the completed “Class Roster Fillable Form” to Testing Services at Testing@wsutech.edu.



Class Roster

Instructor Name Click or tap here to enter text. Course Name/Number Click or tap here to enter text.

Test Name Time Allowed

First Date/Time Student May Take Test Last Date/Time Student May Take Test

Location to Administer Test Choose an item. __

Send Completed Request and Class Roster via email to: Testing@wsutech.edu

Student Name	Student Signature	Date	Start/Stop

All Request to Administer and Class Roster forms must be submitted through the Testing Services email at Testing@wsutech.edu.

Handwritten Request to Administer and Class Roster forms will not be accepted by the Testing Center.

Incomplete Request to Administer and/or Class Roster forms will be returned to instructors.

