CollegeBoard ACCUPLACER®

Steps to Create A Standard/Print Voucher

The information that follows include step-by-step instructions for generating a Standard/Print voucher.

Use this type of voucher in these scenarios:
- Face to Face Proctoring (optional)
- Large Group Proctoring
- Video Web Chat Service (i.e. Zoom, Microsoft Teams)

There are 3 methods for creating vouchers:
- Pre-registration
- Create Single Student Record
- Find Student

Log on to https://accuplacer.org and log on as Site Manager, Proctor Reporter or Proctor.

Pre-Registration (Use this option if you have multiple students who need vouchers)

1. Follow these steps to begin:
   - Click Vouchers
   - Click Student Pre-registration
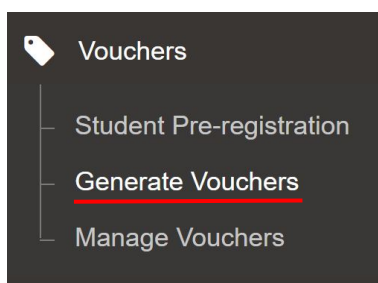   - Open Student Pre-Registration Template
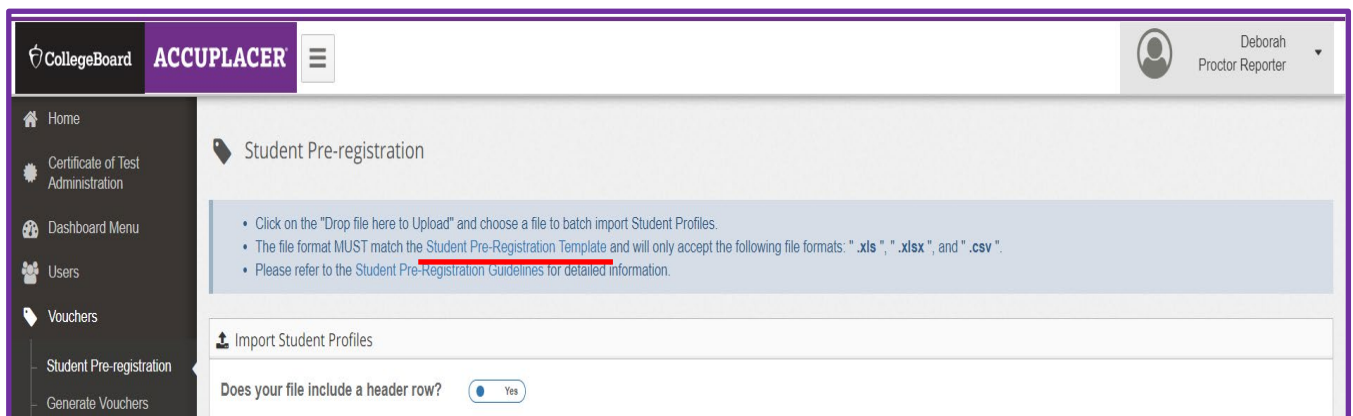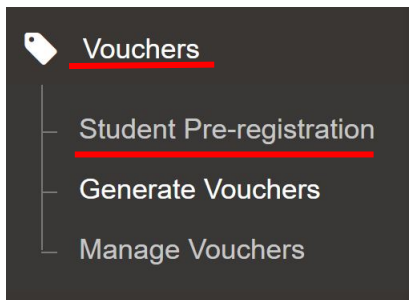
2. Steps to complete and import the template:
   o This information is required: Student ID#, First Name, Last Name, Date of Birth
   o Next save the template
   o Then import template—click on "black" cloud, find file, click Import. File will appear below black bar.
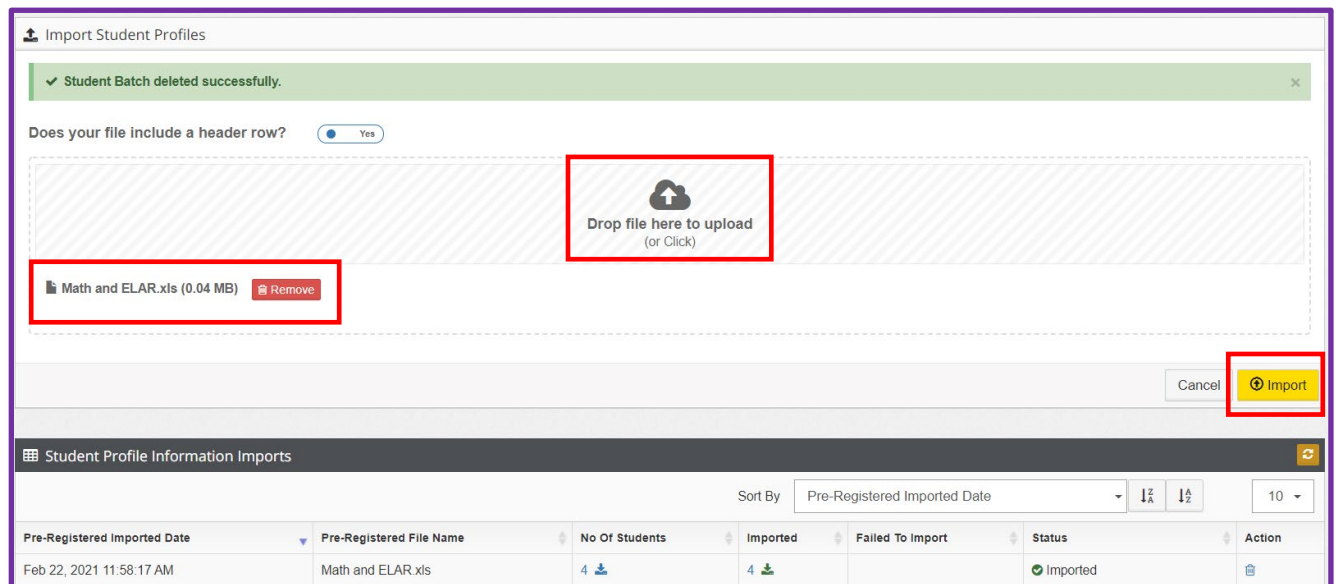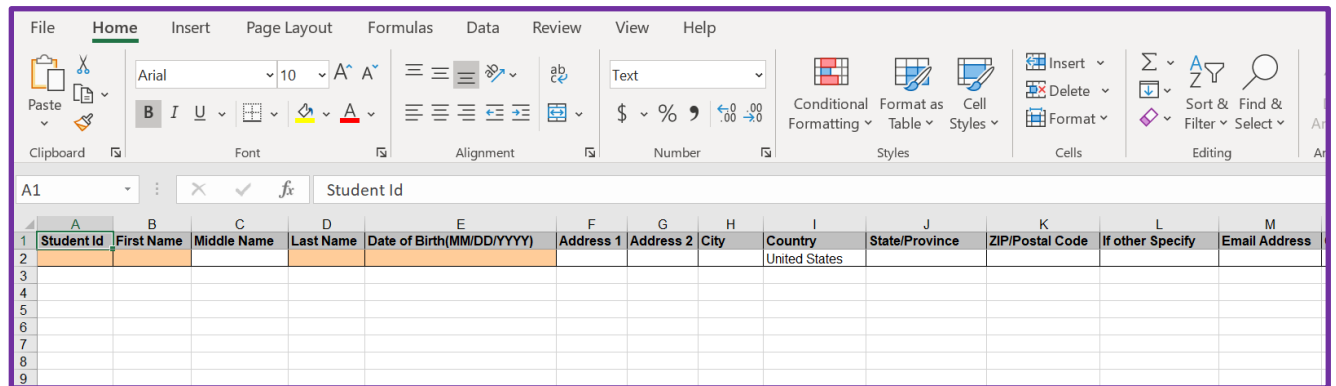
3. Steps to Generate Voucher:
   o Click Generate Voucher

4. Steps to Assign Branching Profile:
   - Select file from Load Pre-Registered Student Records
   - Select Voucher Type—Standard Print
   - Put a checkmark next to student name then Select Branching Profile
     - If all students are taking same branching profile, put checkmark in top square to select all names, then click 'Select Branching Profile' then click the 'Apply to All' button.
     - If students are taking different branching profiles, put checkmark next to name(s), then click 'Select Branching Profile' then click the 'Apply to Selected' button.

5. Generate Voucher:
   o Select all students and click Generate Voucher

Generate Single Student Record: (Use this option if you have 1 new student who needs a voucher)
   o Click Generate Voucher
   o Click Generate Single Student Record

Complete all * fields

   o Click Create
   o Repeat Steps 3-5 from above

Find Students (Use this option for students already in your database)
- o Click Generate Voucher
- o Click Find Students

- o Type in Last Name or Student ID
- o Click Search
- o Put checkmark next to student name
- o Click Add
- o <mark>Repeat Steps 3-5 from above</mark>