



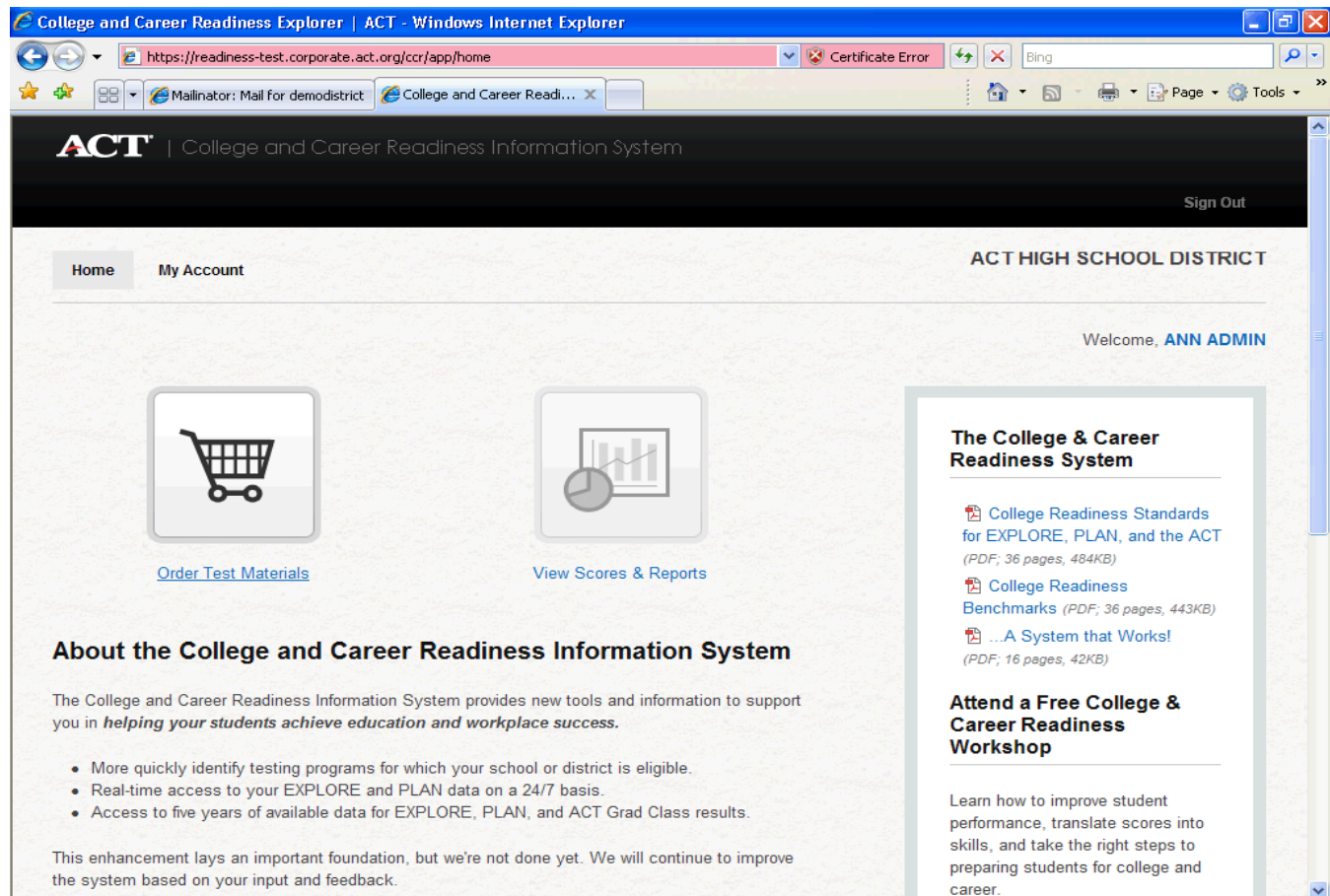
# Entering a Test Materials Order for

IL – Funded  
EXPLORE-PLAN 2011-12

using ACT's College and  
Career Readiness Information System

Screen Walkthrough

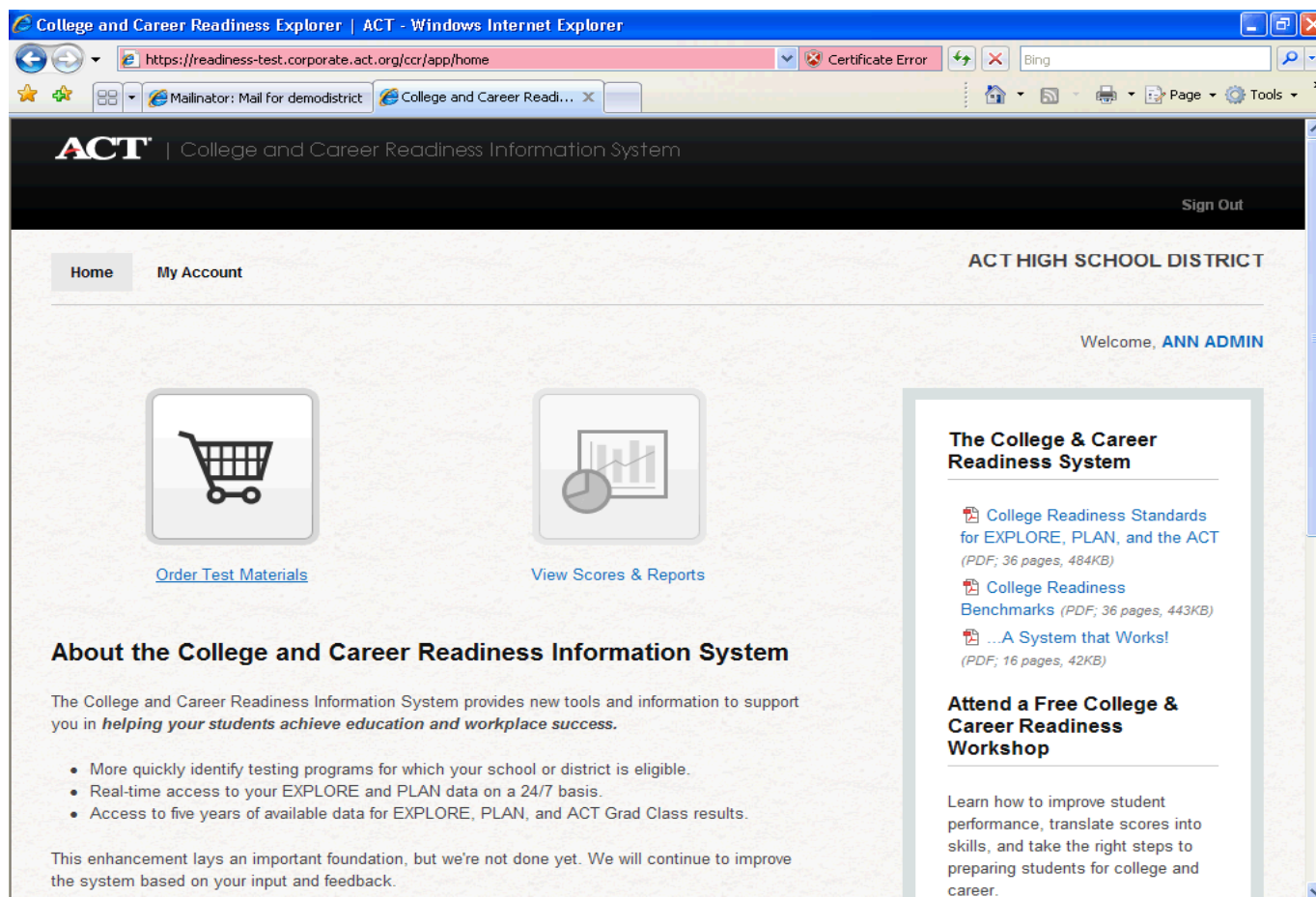
This short presentation will show you how to enter an order online for Illinois-funded EXPLORE and PLAN, using the ACT's College and Career Readiness Information System.



The screenshot shows a web browser window with the URL <https://readiness-test.corporate.act.org/ccr/app/home>. The page header includes the ACT logo and the text "College and Career Readiness Information System". A "Sign Out" link is visible in the top right corner. Below the header, there are navigation tabs for "Home" and "My Account", and the text "ACT HIGH SCHOOL DISTRICT". A welcome message reads "Welcome, ANN ADMIN". The main content area features two large icons: a shopping cart labeled "Order Test Materials" and a bar chart with a clock labeled "View Scores & Reports". Below these icons is a section titled "About the College and Career Readiness Information System" with a paragraph and a bulleted list of features. On the right side, there is a sidebar titled "The College & Career Readiness System" containing links to PDF documents: "College Readiness Standards for EXPLORE, PLAN, and the ACT (PDF; 36 pages, 484KB)", "College Readiness Benchmarks (PDF; 36 pages, 443KB)", and "...A System that Works! (PDF; 16 pages, 42KB)". Below this sidebar is a section titled "Attend a Free College & Career Readiness Workshop" with a short paragraph.

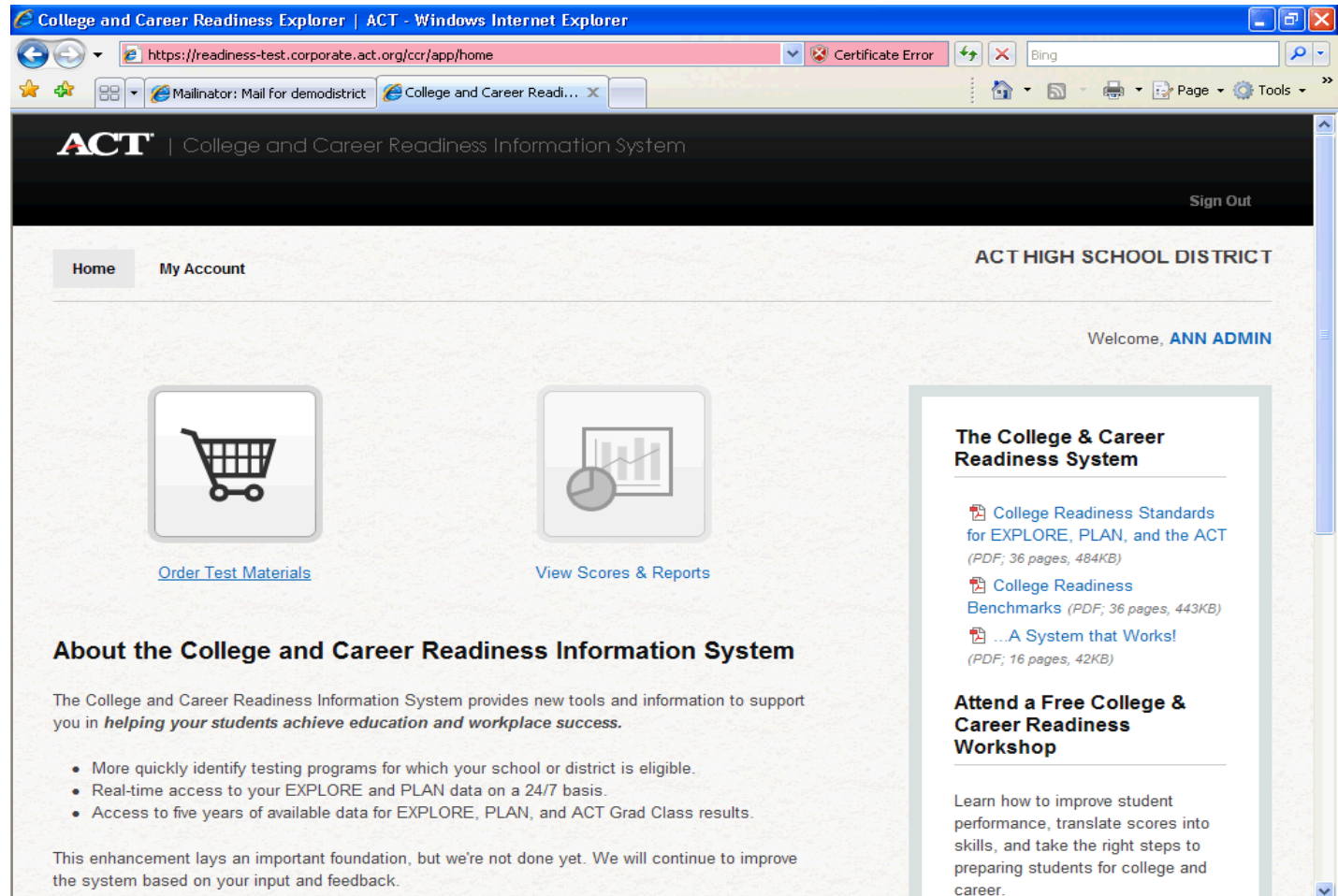
Begin by logging in to ACT's College and Career Readiness Information System and navigating to the home page.

The URL is: <https://readiness.act.org/ccris/login/login.jsp>



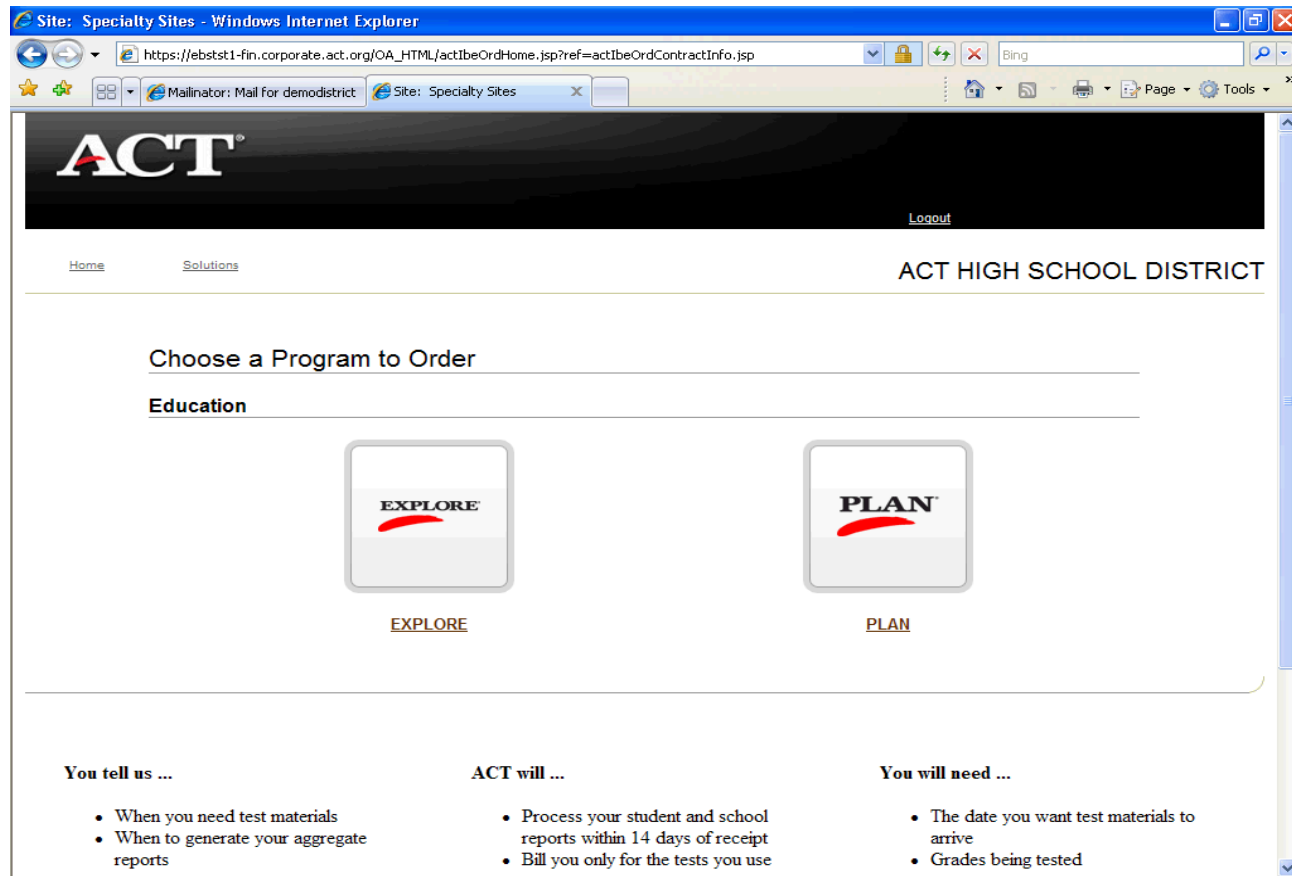
Select the ordering function.

Click the **Order Test Materials** link or **Shopping Cart** icon.



Select the assessment for which you want to order test materials.

For this example we will click the **EXPLORE** link.



Click the **Choose Program** list.

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Site: Contracts Management - Windows Internet Explorer
- Address Bar:** https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdContractInfo.jsp?minisite=10022&respid=22372&grp=B2B
- Navigation:** Home, Solutions, ACT HIGH SCHOOL DISTRICT
- Main Content Area:**
  - REVIEW PARTICIPATION AGREEMENT
  - ORDER TESTING MATERIALS FOR SCHOOLS
  - BILLING
  - DISTRICT REPORT SHIPPING
  - REVIEW ORDER
  - ORDER CONFIRMATION
- Form:** Choose Program [Please select a Program] (dropdown menu)



Select the appropriate choice from the drop down list:

- **EXPLORE: IL State Board of Education EXPLORE 2011-12 GRADE 8 ONLY (114EXPL); or**
- **PLAN: IL State Board of Education PLAN 2011-12 GRADE 10 ONLY (114PLAN)**

For ISBE to fund testing, one of the above options must be selected. Otherwise your district will be liable for payment.

Orders placed under the wrong program (e.g. EXPLORE or PLAN National Testing Programs, which should be used for an additional grade level or grades other than 8 or 9 for EXPLORE or 9 or 10 for PLAN) may require change fee of up to \$400 which will be assessed to your district.

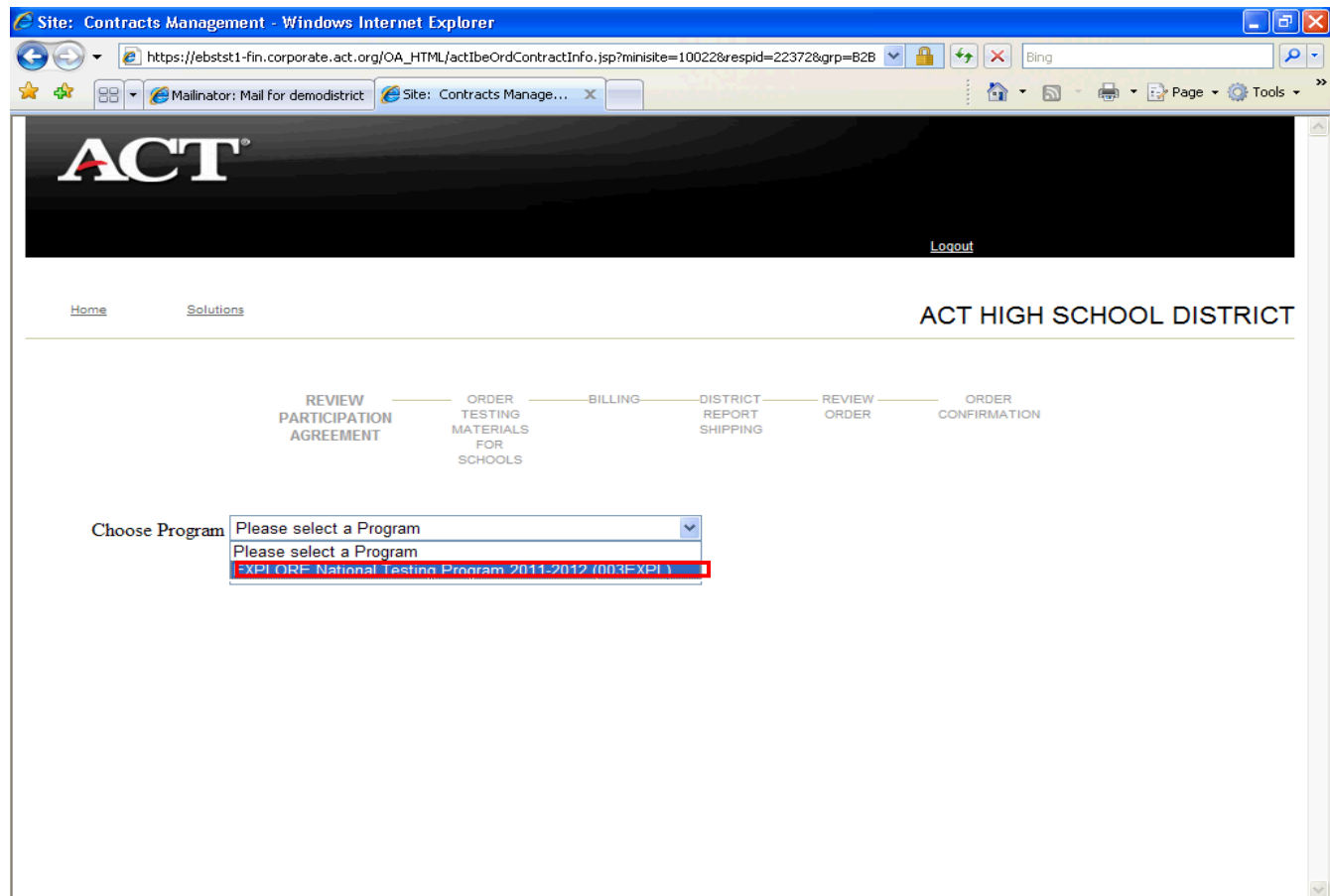
- **Remember**, ISBE will fund only one grade level for each product.
- If you wish to test “off-grade” or additional grades, it will be at your district or school’s expense and require a separate order.



Click the appropriate list item: **EXPLORE: IL Board of Education EXPLORE 2011-12 GRADE 8 ONLY (114EXPL)**;

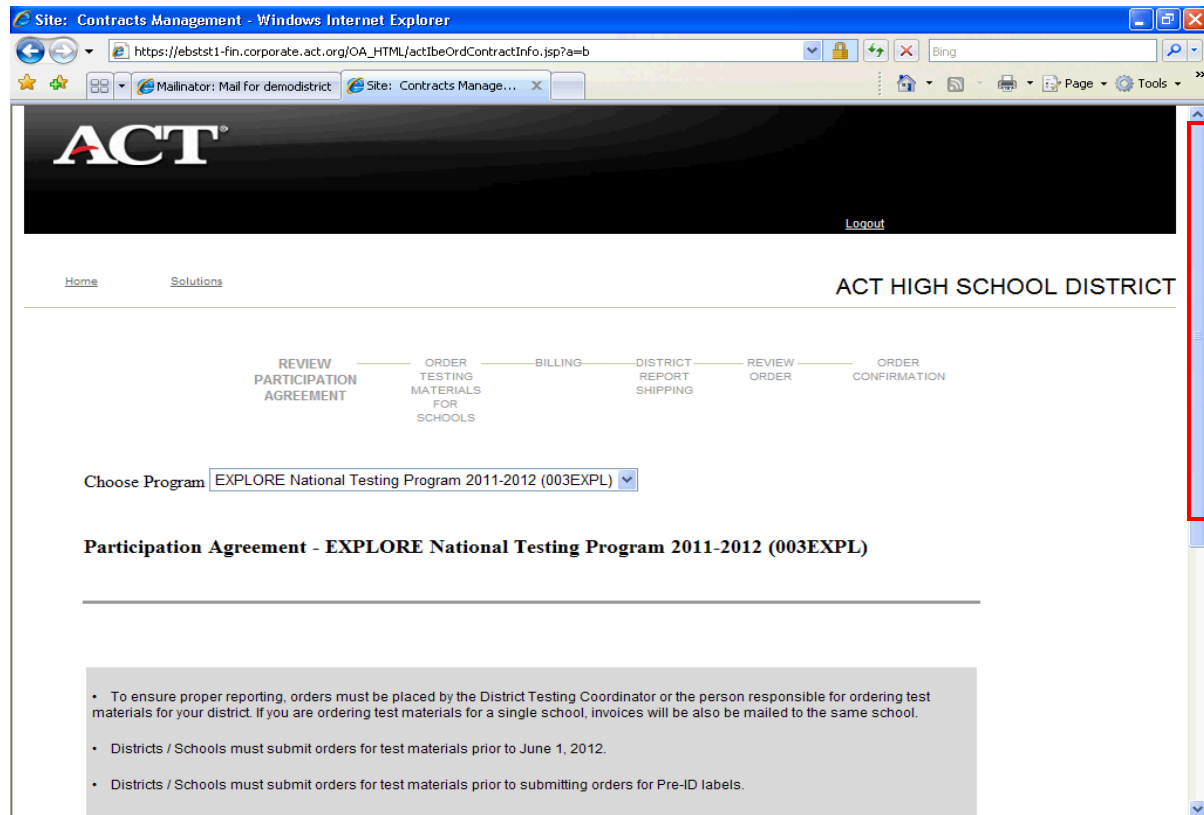
OR

**PLAN: IL Board of Education PLAN 2011-12 GRADE 10 ONLY (114PLAN)**



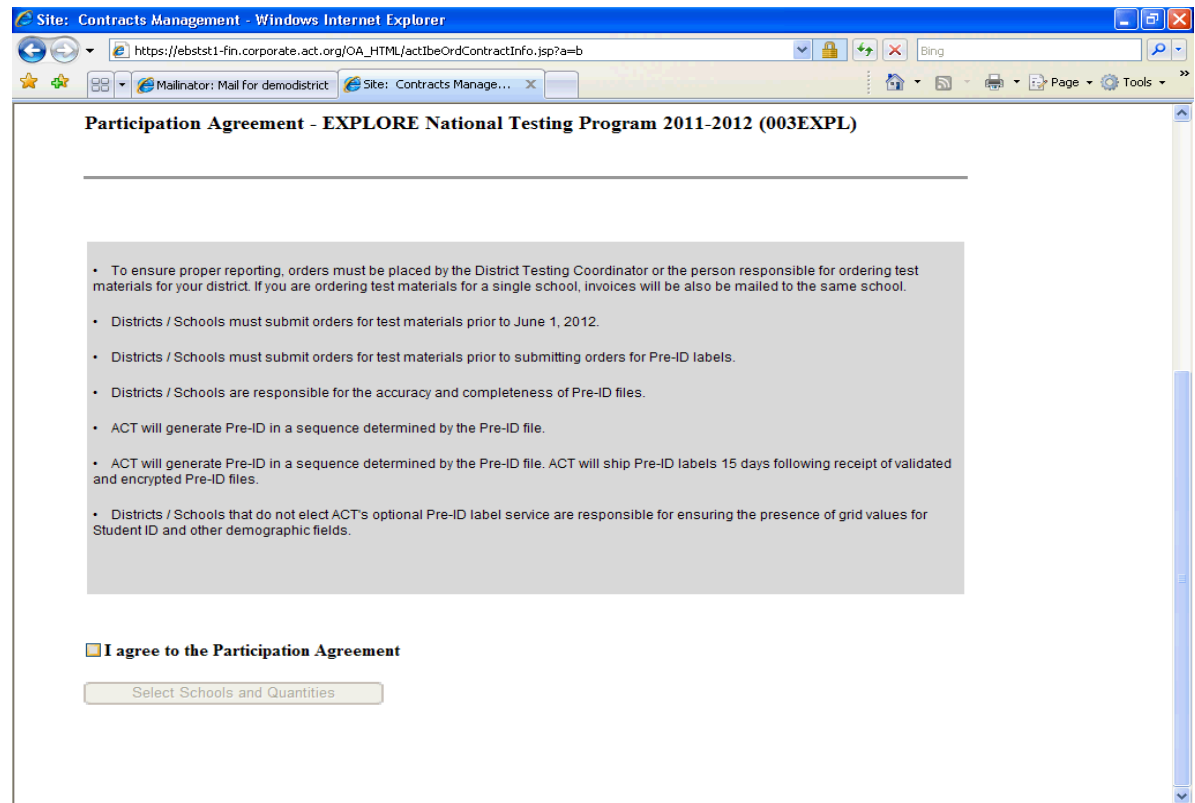
Click the scrollbar to page down to read the online District Participation Agreement (DPA).

This lists terms and conditions outlined by the IL Board of Education for participation in the ISBE-funded EXPLORE or PLAN program.



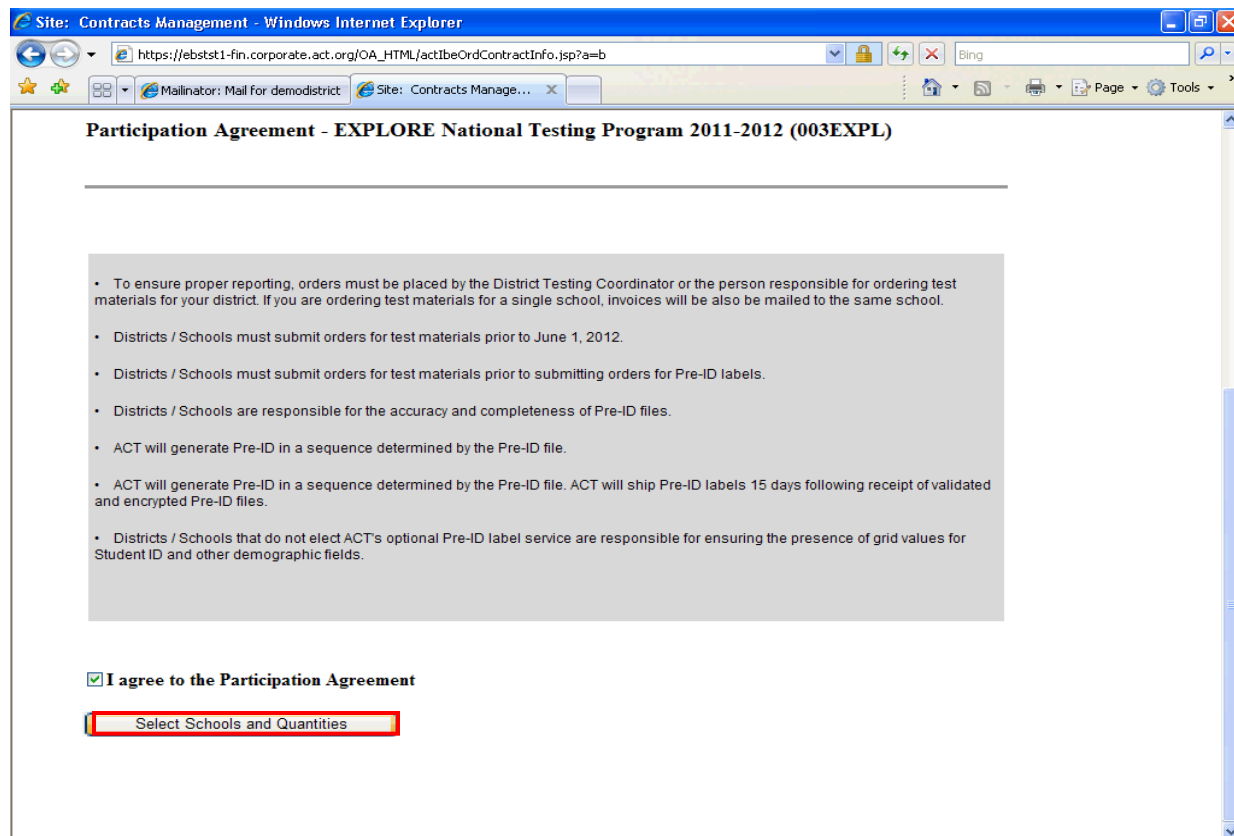
Indicate your acceptance of the agreement by clicking in the box.

Note: The screenshot to the right is an example of the DPA from the National EXPLORE testing program. This is different from the DPA you will see as part of the ISBE-funded EXPLORE or PLAN programs and appears here only as an example.



Once you have clicked “I agree” you can begin ordering test materials for the schools in your district.

Click the **Select Schools and Quantities** button.



All schools that are part of your district and eligible to participate in the 2011-12 ISBE-funded EXPLORE and/or PLAN program should be displayed.

After entering order details for one school, the system will return to this page so you may select and order for another school.

Site: Order Test Materials for Schools - Windows Internet Explorer  
https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdProcessSrchSchools.jsp

Logout

Home Solutions ACT HIGH SCHOOL DISTRICT

REVIEW PARTICIPATION AGREEMENT ORDER TESTING MATERIALS FOR SCHOOLS BILLING DISTRICT REPORT SHIPPING REVIEW ORDER ORDER CONFIRMATION

Order Test Materials - EXPLORE National Testing Program 2011-2012 (003EXPL)

Select a school to enter testing details.

School	District	Type	Number Of Students	Test Materials Delivery Date	Add / Update	Cancel
<a href="#">ACT HIGH SCHOOL</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	
<a href="#">ACT HIGH SCHOOL DISTRICT</a>		DISTRICT	0		<a href="#">+</a>	
<a href="#">ACT NORTH</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	
<a href="#">ACT SOUTH</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	

[Add a school or district to this list...](#)

Click the **School Name** link, or the **+Add** button.

In the event a school in your district is not listed, you may request that the school be added either online (see below) or by calling Customer Services at ACT. Once ACT is able to confirm the school's eligibility to participate in ISBE funded EXPLORE, you will be able to place an order for the school. The addition of "new" schools may take 2-3 days to complete.

Site: Order Test Materials for Schools - Windows Internet Explorer  
https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdProcessSrchsSchools.jsp

Logout

Home Solutions **ACT HIGH SCHOOL DISTRICT**

REVIEW PARTICIPATION AGREEMENT — ORDER TESTING MATERIALS FOR SCHOOLS — BILLING — DISTRICT REPORT SHIPPING — REVIEW ORDER — ORDER CONFIRMATION

Order Test Materials - EXPLORE National Testing Program 2011-2012 (003EXPL)

Select a school to enter testing details.

School	District	Type	Number Of Students	Test Materials Delivery Date	Add / Update	Cancel
<a href="#">ACT HIGH SCHOOL</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	
<a href="#">ACT HIGH SCHOOL DISTRICT</a>		DISTRICT	0		<a href="#">+</a>	
<a href="#">ACT NORTH</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	
<a href="#">ACT SOUTH</a>	<a href="#">ACT HIGH SCHOOL DISTRICT</a>	HIGH	0		<a href="#">+</a>	

[Add a school or district to this list...](#)

Enter Billing Information

Click in the **EXPLORE TEST MATERIALS PACKAGE** Quantity field.

Site: Order Details for School - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdLineDetails.jsp?actQuoteLineId=3&actOrgName=ACT+NOR

ACT

Logout

Home Solutions

ACT HIGH SCHOOL DISTRICT

REVIEW PARTICIPATION AGREEMENT — ORDER TESTING MATERIALS FOR SCHOOLS — BILLING — DISTRICT REPORT SHIPPING — REVIEW ORDER — ORDER CONFIRMATION

ACT NORTH

Quantity	Test Materials
<input type="text"/>	EXPLORE TEST MATERIALS PACKAGE
	<b>Additional Test Materials</b>
<input type="text"/>	EXPLORE TEST BOOK 04B - BRAILLE
<input type="text"/>	EXPLORE CLASS/GROUP HEADER
<input type="text"/>	EXPLORE TEST FORM 04B - READERS SCRIPT
<input type="text"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="text"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="text"/>	EXPLORE TEST FORM 04B - AUDIO CD

Next Cancel

Enter the number of materials (student n-count) in the **Quantity** fields.

1. In the “PLAN TEST MATERIALS PACKAGE” field: Enter the number of students using the standard test, and the number of accommodated materials needed.

**Note:** Enter the exact number of students you plan to test at each school. Extra test materials, referred to as “overage” will be calculated and sent to each school based on the quantity entered. If the enrollment at the school changes substantially prior to testing, you may place a supplemental order for that school using CCRIS or by calling Customer Services at ACT.

Site: Order Details for School - Windows Internet Explorer  
https://jobs1011.fn.corporate.act.org/OA\_HTML/actbeOrderDetails.jsp?actQuoteLineId=33&actOrgName=ACT+NOR

ACT  
Logout

Home Exhibitions ACT HIGH SCHOOL DISTRICT

SEARCH (NEW TEST MATERIALS AGREEMENT) ORDER TESTING MATERIALS FOR SCHOOLS BILLING DETACT (OFFICE SHIPPING) REVIEW (FINISH) ORDER CONFIRMATION

ACT NORTH

Quantity	Test Materials
<input type="text"/>	EXPLORE TEST MATERIALS PACKAGE
<input type="text"/>	<b>Additional Test Materials</b>
<input type="text"/>	EXPLORE TEST BOOK 04B - BRAILLE
<input type="text"/>	EXPLORE CLASS/GROUP HEADER
<input type="text"/>	EXPLORE TEST FORM 04B - READERS SCRIPT
<input type="text"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="text"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="text"/>	EXPLORE TEST FORM 04B - AUDIO CD

Next Cancel

Click the scrollbar to page down and complete the order details.

The screenshot shows a web browser window with the following elements:

- Browser Title:** Site: Order Details for School - Windows Internet Explorer
- Address Bar:** https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdLineDetails.jsp?actQuoteLineId=3&actOrgName=ACT+NOR
- Page Header:** ACT logo and a Logout link.
- Navigation:** Home, Solutions, and ACT HIGH SCHOOL DISTRICT.
- Progress Bar:** REVIEW PARTICIPATION AGREEMENT — ORDER TESTING MATERIALS FOR SCHOOLS — BILLING — DISTRICT REPORT SHIPPING — REVIEW ORDER — ORDER CONFIRMATION.
- Section Header:** ACT NORTH
- Buttons:** Next, Cancel
- Table:**

Quantity	Test Materials
45	EXPLORE TEST MATERIALS PACKAGE
	<b>Additional Test Materials</b>
	EXPLORE TEST BOOK 04B - BRAILLE
	EXPLORE CLASS/GROUP HEADER
	EXPLORE TEST FORM 04B - READERS SCRIPT
	WHY TAKE EXPLORE (SPANISH TRANSLATION)
	EXPLORE TEST PACKET 04B - LARGE PRINT
	EXPLORE TEST FORM 04B - AUDIO CD

<input type="checkbox"/>	EXPLORE TEST FORM 04B - READERS SCRIPT
<input type="checkbox"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="checkbox"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="checkbox"/>	EXPLORE TEST FORM 04B - AUDIO CD

(August 15 or Later)  
Test Materials Delivery Date  
01-Sep-2011

Grades Testing  
 <7    7    8    9

**School Contact Person**  
   
[Add Contact](#)

**Where should we ship Test Materials?**      **Shipping Method**  
       Standard

[Add Address](#)  
[Add Contact](#)

**Where should we ship school Reports?**  
   
[Add Address](#)  
   
[Add Contact](#)

Enter the date or use the calendar to indicate the date on which you would like to receive materials.

**Please note this is NOT the test date, but rather the date you want materials to arrive at the school.**

**Note:** ACT recommends receiving materials one week before the test date; this ensure adequate time for ordering additional materials (if needed), completing pretest activities, and distributing test materials.

Standard shipping will be used for all ISBE-funded orders and may take up to 13 days from when your order is placed.

Select the grade level you will be testing with the materials ordered. Remember that you can test at either grade 8 or 9 for EXPLORE or grade 9 or 10 for PLAN under ISBE-funded EXPLORE and PLAN. If you plan to test at both grade levels, you will have to place one order under the ISBE-funded program and a separate order under the ACT National program (you will receive a discounted rate, however) through CCRIS. If you have any questions, call Customer Services for assistance..

Site: Order Details for School - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdLineDetails.jsp?actQuoteLineId=38&actOrgName=ACT+NOR

EXPLORE TEST PACKET 04B - LARGE PRINT

EXPLORE TEST FORM 04B - AUDIO CD

(August 15 or Later)  
Test Materials Delivery Date  
31-OCT-2011

Grades Testing  
 <7  7  8  9

School Contact Person  
MARY A COUNSELO  
[Add Contact](#)

Where should we ship Test Materials?  
Select  Standard  
[Add Address](#)  
[Add Contact](#)

Shipping Method

Where should we ship school Reports?  
ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240  
[Add Address](#)  
KATHY FITZPATRICK  
[Add Contact](#)

Next Cancel

Use the drop down list in the **School Contact Person** field to identify the EXPLORE or PLAN test administrator for each school, or provide the information if that person does not appear in the list.

This is the person responsible for the security of materials and the testing process. It is your responsibility to ensure that they know about the Pre-ID requirement and use the labels you order for their school. Failure to use the Pre-ID labels may make your order ineligible for ISBE funding and make your district financially responsible for the cost of testing and a Change Fee that could be as much as \$400..

The screenshot shows a web browser window titled "Site: Order Details for School" with the URL "https://ehs1st1.fn.corporate.act.org/OA\_HTML/actbncrdlineDetails.jsp?actQuotelineId=33actCrdLine=ACT+NOR". The page contains several form fields and sections:

- Order items: EXPLORE TEST PACKET 04B - LARGE PRINT and EXPLORE TEST FORM 04B - AUDIO CD.
- Test Materials Delivery Date: (August 15 or Later) 31-OCT-2011.
- Grades Testing: Radio buttons for <7, 7, 8, and 9.
- School Contact Person: A dropdown menu currently showing "MARY A COUNSELO" with an "Add Contact" link below it.
- Where should we ship Test Materials?: A "Select" dropdown menu with "Standard" selected, and an "Add Address" link below it.
- Shipping Method: A radio button for "Standard".
- Where should we ship school Reports?: A dropdown menu showing "ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240" with an "Add Address" link below it.
- Another dropdown menu showing "KATHY FITZPATRICK" with an "Add Contact" link below it.
- Buttons for "Next" and "Cancel" at the bottom right.

If you do not see the test administrator for your school listed, click the **Add Contact** link.

In this example, we selected from the drop down list a contact for this school, Mary A. Counselor.

The screenshot shows a web browser window titled "Site: Order Details for School - Windows Internet Explorer". The address bar displays the URL: [https://ebstst1-fin.corporate.act.org/OA\\_HTML/actbeOrdLineDetails.jsp?actQuoteLineId=3&actOrgName=ACT+NOR](https://ebstst1-fin.corporate.act.org/OA_HTML/actbeOrdLineDetails.jsp?actQuoteLineId=3&actOrgName=ACT+NOR). The browser has two tabs: "Mailinator: Mail for demodistrict" and "Site: Order Details for Sc...".

The main content area of the browser displays an order form with the following sections:

- EXPLORE TEST PACKET 04B - LARGE PRINT**  
**EXPLORE TEST FORM 04B - AUDIO CD**
- (August 15 or Later)**  
**Test Materials Delivery Date**  
31-OCT-2011
- Grades Testing**  
 <7  7  8  9
- School Contact Person**  
MARY A COUNSELO  
**Add Contact** (highlighted with a red box)
- Where should we ship Test Materials?**  
Select
- Shipping Method**  
Standard
- Add Address**
- Add Contact**
- Where should we ship school Reports?**  
ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240  
**Add Address**
- KATHY FITZPATRICK  
**Add Contact**

At the bottom right of the form, there are "Next" and "Cancel" buttons.

Choose the address from the drop down on **Where Should We Ship Test Materials** list.


The screenshot shows a web browser window titled "Site: Order Details for School - Windows Internet Explorer". The address bar contains the URL: [https://ebstst1-fin.corporate.act.org/OA\\_HTML/actIbeOrdLineDetails.jsp?actQuoteLineId=1&actOrgName=ACT+NOR](https://ebstst1-fin.corporate.act.org/OA_HTML/actIbeOrdLineDetails.jsp?actQuoteLineId=1&actOrgName=ACT+NOR). The page content includes:

- Test Materials Delivery Date:** (August 15 or Later) with a date input field set to "01-Sep-2011" and a calendar icon.
- Grades Testing:** Radio buttons for "<7", "7", "8", and "9". The "8" option is selected.
- School Contact Person:** A dropdown menu showing "MARY A. COUNSELO" and an "Add Contact" link below it.
- Where should we ship Test Materials?:** A dropdown menu currently set to "Select" and a "Shipping Method" dropdown set to "Standard".
- Add Address** and **Add Contact** links are present below the shipping options.
- Where should we ship school Reports?:** A dropdown menu showing the address "ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240" and an "Add Address" link below it.
- KATHY FITZPATRICK** is listed as a contact with an "Add Contact" link below it.
- At the bottom right, there are "Next" and "Cancel" buttons.

# Select the materials shipping address.

<input type="checkbox"/>	EXPLORE TEST FORM 04B - READERS SCRIPT
<input type="checkbox"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="checkbox"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="checkbox"/>	EXPLORE TEST FORM 04B - AUDIO CD

(August 15 or Later)  
Test Materials Delivery Date



Grades Testing

<7  7  8  9


### School Contact Person



[Add Contact](#)

### Where should we ship Test Materials?


### Shipping Method

Select 


- Select
- ACT EDUCATION OUTREACH, 100 GOODPLACE STREET, ROOM 501-12, IOWA CITY, IA 52243
- ACT HIGH SCHOOL DISTRICT, 100 MAIN ST, IOWA CITY, IA 52240
- ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240
- ACT SOUTH, 2727 SCOTT BLVD, IOWA CITY, IA 52243
- STATE OF ACT, 500 ACT CIR, IOWA CITY, IA 52240

Standard

### Where should we ship school Reports?



[Add Address](#)




[Add Contact](#)



Choose the address from the drop down **where school reports should be shipped.**

<input type="checkbox"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="checkbox"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="checkbox"/>	EXPLORE TEST FORM 04B - AUDIO CD

(August 15 or Later)  
Test Materials Delivery Date  
 

Grades Testing  
 <7  7  8  9


**School Contact Person**

  
[Add Contact](#)

**Where should we ship Test Materials?**




[Add Address](#)

  
[Add Contact](#)


**Shipping Method**

Standard

**Where should we ship school Reports?**



[Add Address](#)

  
[Add Contact](#)



If there is not an address that you would like to use from the drop down, you may use the [Add Address](#) link to enter an alternative address.

Important Note: ACT will verify this new address to ensure it is as an official addresses for your school/district or organization.

<input type="text"/>	WHY TAKE EXPLORE (SPANISH TRANSLATION)
<input type="text"/>	EXPLORE TEST PACKET 04B - LARGE PRINT
<input type="text"/>	EXPLORE TEST FORM 04B - AUDIO CD

(August 15 or Later) Test Materials Delivery Date	Grades Testing
<input type="text" value="01-Sep-2011"/>	<input type="checkbox"/> <7 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9

<b>School Contact Person</b>	
<input type="text" value="MARY A COUNSELO"/>	
<a href="#">Add Contact</a>	

<b>Where should we ship Test Materials?</b>	<b>Shipping Method</b>
<input type="text" value="ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240"/>	<input checked="" type="radio"/> Standard
<a href="#">Add Address</a>	

<input type="text" value="MARY A COUNSELO"/>	
<a href="#">Add Contact</a>	

<b>Where should we ship school Reports?</b>	
<input type="text" value="ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240"/>	
<a href="#">Add Address</a>	

<input type="text" value="MARY A COUNSELO"/>	
<a href="#">Add Contact</a>	

You have now finished entering test materials order details for a school.

Site: Order Details for School - Windows Internet Explorer  
https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdLineDetails.jsp

(August 15 or Later)  
Test Materials Delivery Date  
31-OCT-2011

Grades Testing  
 <7  7  8  9

School Contact Person  
MARY A COUNSELO  
[Add Contact](#)

Where should we ship Test Materials?  
ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240

Shipping Method  
Standard

[Add Address](#)

MARY A COUNSELO  
[Add Contact](#)

Where should we ship school Reports?  
ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240

[Add Address](#)

MARY A COUNSELO  
[Add Contact](#)

Next Cancel

Click the **Next** button to return to the Select a School page.

The screenshot shows a Windows Internet Explorer browser window with the following content:

- Address Bar:** [https://ebstst1-fin.corporate.act.org/OA\\_HTML/actIbeOrdLineDetails.jsp](https://ebstst1-fin.corporate.act.org/OA_HTML/actIbeOrdLineDetails.jsp)
- Page Title:** Site: Order Details for School - Windows Internet Explorer
- Form Fields:**
  - Test Materials Delivery Date:** (August 15 or Later) 31-OCT-2011
  - Grades Testing:**  <7  7  8  9
  - School Contact Person:** MARY A COUNSELO (dropdown menu)
  - Where should we ship Test Materials?:** ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240 (dropdown menu)
  - Shipping Method:** Standard (radio button)
  - Where should we ship school Reports?:** ACT NORTH, 100 ACT BLVD, IOWA CITY, IA 52240 (dropdown menu)
- Buttons:** Add Contact (under each contact person), Add Address (under each address), Next, Cancel

The list is now updated to show:

- 1) A check mark to the left of the school for which you ordered materials.
- 2) The number of students testing
- 3) The test materials delivery date.

You may order for another school on the list.

If you need to order materials for a school that is not on the screen, click on the **Add a school or district** to this list link or call Customer Services.

ACT HIGH SCHOOL DISTRICT

Order Test Materials - EXPLORE National Testing Program 2011-2012 (003EXPL)

Select a school to enter testing details.

School	District	Type	Number Of Students	Test Materials Delivery Date	Add / Update	Cancel
ACT HIGH SCHOOL		HIGH	0		+	
ACT HIGH SCHOOL DISTRICT		DISTRICT	0		+	
<input checked="" type="checkbox"/> ACT NORTH		HIGH	45	10/31/2011	+	
ACT SOUTH		HIGH	0		+	

[Add a school or district to this list...](#)

As part of the ISBE-funded program, ISBE's billing address will be pre-populated in the **Where should we send the invoice?** You do not need to enter information here.

Click the **District Reporting Information Button** to confirm or indicate where ACT should send the district reports.

The screenshot shows the ACT High School District website interface. At the top, there is a black header with the ACT logo on the left and a "Logout" link on the right. Below the header, there are navigation links for "Home" and "Solutions" on the left, and "ACT HIGH SCHOOL DISTRICT" on the right. A central navigation menu includes: REVIEW PARTICIPATION AGREEMENT, ORDER TESTING MATERIALS FOR SCHOOLS, BILLING (highlighted), DISTRICT REPORT SHIPPING, REVIEW ORDER, and ORDER CONFIRMATION. The main content area is titled "Billing Information - EXPLORE National Testing Program 2011-2012 (003EXPL)". It contains the text: "ACT will invoice the billing entity identified below \$8.50 for each assessment processed." Below this is a section titled "Where should we send the invoice?" with a dropdown menu currently set to "Select". There are also links for "Add Address" and "Add Contact". A "Purchase Order Number (Optional)" field is present. At the bottom of the form area, there is a button labeled "District Reporting Information".

From the drop down menu choose the address where district reports should be mailed.

**ACT** Logout

[Home](#) [Solutions](#) ACT HIGH SCHOOL DISTRICT

REVIEW PARTICIPATION AGREEMENT   ORDER TESTING MATERIALS FOR SCHOOLS   BILLING   DISTRICT REPORT SHIPPING   REVIEW ORDER   ORDER CONFIRMATION

### District Reporting information - EXPLORE National Testing Program 2011-2012 (003EXPL)

**ACT will begin processing district aggregate reports on: 11/15/2011**

**ACT will ship district aggregated reports to:**

**District Report Shipping Address**

ACT HIGH SCHOOL DISTRICT, 100 MAIN ST, IOWA CITY, IA 52240   
[Add Address](#)

Select   
[Add Contact](#)

ACT will begin generating district aggregate reports on 11/15/2011. ACT must receive all answer documents from your schools on or before this date. Answer documents received after this date will not be included in district aggregate reports.

Districts will receive district aggregate reports and copies of school reports for schools within this order.

**New in Fall 2011 - 24/7, real-time access to your EXPLORE and PLAN data**

- Access to five years of available data for EXPLORE, PLAN, and three years ACT Grad Class data
- Report views are available by:
  - ACT College Readiness Standards and Common Core Standards
  - Growth reporting based on matched student populations.
  - EXPLORE and PLAN test items
- “Drill-down” capabilities to student level data
- Download student data as well as .PDF's of report views

From the drop down menu, select the individual who should receive the district reports.

If the appropriate individual isn't listed, click the **Add Contact** link.

**ACT**  
Logout

[Home](#)   [Solutions](#)   **ACT HIGH SCHOOL DISTRICT**

REVIEW PARTICIPATION AGREEMENT   ORDER TESTING MATERIALS FOR SCHOOLS   BILLING   DISTRICT REPORT SHIPPING   REVIEW ORDER   ORDER CONFIRMATION

Select  
ANN ADMIN  
MARY A COUNSELOR  
KATHY ACCOUNTANT  
FIRST6610 M LAST6610  
FIRST6611 M LAST6611  
FIRSTNAMETEST1 M LASTNAMETEST  
JESSE HOMEROOM  
JASON PRINCIPAL  
JANE Q STATE  
JANE Q STATE  
ANNE A TEACHER  
JUAN SECRETARY  
KIRK MANAGER  
Select

[Add Contact](#)

Aggregate reports on: 11/15/2011

ACT will begin generating district aggregate reports on 11/15/2011. ACT must receive all answer documents from your schools on or before this date. Answer documents received after this date will not be included in district aggregate reports.

Districts will receive district aggregate reports and copies of school reports for schools within this order.

**New in Fall 2011 - 24/7, real-time access to your EXPLORE and PLAN data**

- Access to five years of available data for EXPLORE, PLAN, and three years ACT Grad Class data
- Report views are available by:
  - ACT College Readiness Standards and Common Core Standards
  - Growth reporting based on matched student populations.
  - EXPLORE and PLAN test items
- “Drill-down” capabilities to student level data
- Download student data as well as .PDF’s of report views

Click the **Review Order** button to review your order before submitting it.

Site: District Reporting Information - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdPBillPay.jsp?actContractnumber=10488&actHeaderId=652

FOR SCHOOLS

### District Reporting information - EXPLORE National Testing Program 2011-2012 (003EXPL)

**ACT will begin processing district aggregate reports on: 01/14/2012**

**ACT will ship district aggregated reports to:**

**District Report Shipping Address**

ACT HIGH SCHOOL DISTRICT, 100 MAIN ST, IOWA CITY, IA 52240  
[Add Address](#)

ANN ADMIN  
[Add Contact](#)

ACT will begin generating district aggregate reports on 01/14/2012.  
ACT must receive all answer documents from your schools on or before this date. Answer documents received after this date will not be included in district aggregate reports.

Districts will receive district aggregate reports and copies of school reports for schools within this order.

You may contact ACT at 877-789-2925 or [CustomerServices@act.org](mailto:CustomerServices@act.org) to change your district report date.

[Review Order](#)

**New in Fall 2011 - 24/7, real-time access to your EXPLORE and PLAN data**

- Access to five years of available data for EXPLORE, PLAN, and three years ACT Grad Class data
- Report views are available by:
  - ACT College Readiness Standards and Common Core Standards
  - Growth reporting based on matched student populations.
  - EXPLORE and PLAN test items
- "Drill-down" capabilities to student level data
- Download student data as well as .PDF's of report views

Review order details (screen 1 of 2).

Use the [Update](#) and [Remove](#) buttons if you need to make changes.

Click the scrollbar to page down to review and verify additional details

The screenshot shows the ACT High School District website interface. At the top, there is a navigation bar with the ACT logo on the left and a 'Logout' link on the right. Below the navigation bar, there are links for 'Home' and 'Solutions', and the text 'ACT HIGH SCHOOL DISTRICT'. A horizontal menu contains several options: 'REVIEW PARTICIPATION AGREEMENT', 'ORDER TESTING MATERIALS FOR SCHOOLS', 'BILLING', 'DISTRICT REPORT SHIPPING', 'REVIEW ORDER', and 'ORDER CONFIRMATION'. The main content area is titled 'Review - EXPLORE National Testing Program 2011-2012 (003EXPL)'. Below the title, there is a message: 'Review your order. When you are done, press the Place Order button at the bottom of the page.' The 'Test Materials' section is highlighted in a grey bar. It contains a table with the following information:

ACT NORTH	<a href="#">Update</a>   <a href="#">Remove</a>	Deliver Test Materials: 09/01/2011
EXPLORE TEST MATERIALS PACKAGE		45
<b>School Contact</b> MARY A. COUNSELOR	<b>Test Materials Shipping Address</b> MARY A. COUNSELOR ACT NORTH 100 ACT BLVD IOWA CITY, IA, 52240	<b>School Reports Shipping Address</b> MARY A. COUNSELOR ACT NORTH 100 ACT BLVD IOWA CITY, IA, 52240

Below the table, there is a 'District Reports' section, also highlighted in a grey bar. A vertical scrollbar is visible on the right side of the page.

Review order details (screen 2 of 2).

Once you have verified the order details and made any changes, review the terms and conditions.

Click the **Terms and Conditions** link.

Site: Review Order - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdPBillPay.jsp?actContractnumber=104888&actHeaderId=652t

ACT will begin processing district aggregate reports on: 01/14/2012

**District Report Shipping Address** [Update](#)  
ANN ADMIN  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

Once you have placed the order, you may contact ACT to change your District Report run date.

**Billing** \$0.00

**Test Materials**

Invoice To:  
MARY COUNSELOR  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

**Purchase Order Number** NHS12345678909

[Terms and Conditions](#)

I Agree to the Terms and Conditions

Your invoice will be based on the number of answer documents returned and processed on this order.

Scroll through the terms and conditions.

You may save or print a copy using your windows functions.  
**[Ctrl + S]** or **[Ctrl + P]**

Click the **Close** button to exit the window.

The screenshot shows a web page with a blue dialog box titled "STANDARD TERMS AND CONDITIONS -- Webpage Dialog" overlaid on top. The dialog box contains the following text:

IMPORTANT - READ CAREFULLY.

STANDARD TERMS AND CONDITIONS

PURCHASE OF ACT, INC.'s PAPER-BASED EXPLORE<sup>®</sup> and PLAN<sup>®</sup> TEST MATERIALS AND RELATED SERVICES

RECEIVING ENTITY ("CUSTOMER") IS BOUND BY A FULLY EXECUTED WRITTEN AGREEMENT WITH ACT, INC. REGARDING THE PRODUCTS CONTAINED UNDER THIS ORDER AND THEIR RELATED SERVICES, THE FOLLOWING TERMS AND CONDITIONS SHALL APPLY:

1. Definitions:

- "ACT Materials" means the assessments, including all testing materials, all related materials, documentation, manuals and all intellectual property rights therein, and the Website, including all data and materials available through the Website.
- "Agreement" means the Order Information and these Terms and Conditions.
- "Authorized Purpose" means assessing the individuals enrolled in the Participating Locations.
- "Authorized Users" mean the individuals enrolled in the Participating Locations and other individuals for whom the Customer is responsible that need to access the ACT Materials on the Website in connection with the Authorized Purpose.
- "Customer" means the entity indicated as such on the Order Information.
- "Order Information" means the information gathered through the online order process and captured through the Website.
- "Participating Locations" means the Customer's locations indicated on the Order Information.
- "Website" means ACT's College & Career Readiness Information System (CCRIS).

2. Term. This Agreement shall become effective as of the date that ACT accepts the Customer's order and shall remain in effect for 18 months, subject to earlier termination as set forth in Sections 14 or 16.

The background page shows a "District Reports" section with the text "ACT will begin processing district aggregate reports on: 11/15/2011". Below this is a "District Report Shipping Address" section with the address: ANN ADMIN, ACT HIGH SCHOOL DISTRICT, 100 MAIN ST, IOWA CITY, IA, 52240. There is also a "Billing" section with a price of \$0.00 and a "Test Materials" section with an "Invoice To:" section listing KATHY FITZPATRICK at the same address. A "Purchase Order Number" field is partially visible. At the bottom of the page, there is a "Terms and Conditions" link, a checkbox for "I Agree to the Terms and Conditions", a "Place Order" button, and a footer note: "Your invoice will be based on the number of answer documents returned and processed on this order."

Click the **I Agree to the Terms and Conditions** option.

Site: Review Order - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/actIbeOrdpBillPay.jsp?actContractnumber=10488&actHeaderId=6524

ACT will begin processing district aggregate reports on: 01/14/2012

**District Report Shipping Address** [Update](#)

ANN ADMIN  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

Once you have placed the order, you may contact ACT to change your District Report run date.

<b>Billing</b>	<b>\$0.00</b>
----------------	---------------

**Test Materials**

Invoice To:  
MARY COUNSELOR  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

**Purchase Order Number** NHS12345678909

[Terms and Conditions](#)

I Agree to the Terms and Conditions

Your invoice will be based on the number of answer documents returned and processed on this order.

Click the **Place Order** button

Site: Review Order - Windows Internet Explorer

https://ebstst1-fin.corporate.act.org/OA\_HTML/act1beOrdpBillPay.jsp?actContractnumber=104688&actHeaderId=652t

Mailinator: Mail for demodistrict Connecting...

**ACT will begin processing district aggregate reports on: 01/14/2012**

**District Report Shipping Address** [Update](#)  
ANN ADMIN  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

Once you have placed the order, you may contact ACT to change your District Report run date.

<b>Billing</b>	<b>\$0.00</b>
----------------	---------------

**Test Materials**

Invoice To:  
MARY COUNSELOR  
ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA, 52240

**Purchase Order Number** NHS12345678909

[Terms and Conditions](#)

I Agree to the Terms and Conditions

Your invoice will be based on the number of answer documents returned and processed on this order.

This presentation showed you how to enter an order using the ACT's College and Career Readiness Information System. If you have any further questions please contact **ACT Customer Services**.

What happens next?

1) The confirmation screen appears on the screen once you have successfully submitted your request. From this page you can link to other options:

- Order Pre-ID labels (free service – **REQUIRED** to participate in ISBE-funded EXPLORE or PLAN)
- Take a short survey about ordering
- ACT PLAN resources

2) You'll receive an email confirmation for your order. (You'll need your order number to place your PRE-ID Order)

The screenshot shows the ACT High School District website confirmation page. At the top, there is a navigation bar with the ACT logo and a 'Logout' link. Below the navigation bar, there is a breadcrumb trail: Home > Resources > ACT HIGH SCHOOL DISTRICT. A progress indicator shows the current step as 'ORDER CONFIRMATION', with other steps being 'REVIEW PARTICIPANT AGREEMENT', 'ORDER TESTING MATERIALS FOR SCHEDULE', 'BILLING REPORT', 'DISTRICT REPORT', and 'REVIEW ORDER'. The main content area displays the confirmation number #14617727 for the EXPLORE National Testing Program 2011-2012 (003EXPL). A message states: 'Thank you for your order! We have received your order and it is currently being processed. Your order number is #14617727. You will receive an email soon confirming the details of this order. Please save this page or print a copy for your records.' Below this, there is a section for 'Test Materials' with a sub-section for 'ACT NORTH'. It specifies 'EXPLORE TEST MATERIALS PACKAGE' and 'Deliver Test Materials: 09/01/2011'. A table provides contact and shipping information:

School Contact	Test Materials Shipping Address	School Reports Shipping Address
MARY A COUNSELOR	MARY A COUNSELOR ACT NORTH 100 ACT BLVD IOWA CITY, IA, 52240	MARY A COUNSELOR ACT NORTH 100 ACT BLVD IOWA CITY, IA, 52240