Ordering ACT Explore & ACT Plan Test Materials

1. Contract orders **MUST be placed by a public school district** to be funded by ISBE. Private school students not associated with a public school district are not eligible for the state funded program. Both ACT Explore for 9th grade and ACT Plan for 10th grade must be ordered for either to be eligible for ISBE funding.

2. To place your order, navigate to [http://readiness.act.org](http://readiness.act.org). You will see the following login screen where you may enter your username (username is your e-mail) and password to begin the ordering process if you already have an account from last year’s ordering or sign up for an ACT account if you do not. Please do not set up a new account if you already have one from last year. If you need assistance with creating a new account or accessing your existing account, call ACT Customer Service at 877/789-2925.

3. Once you have signed in, you will advance to the following page where you should see your district’s name in the upper right hand corner. (See sample on next page.) If you see a school name instead of a district look for a “Change Organization” link under the school name. If that link is present, click it and change organization to your district. If the link isn’t present or if the option to change to a district isn’t presented when it’s clicked call ACT Customer Service at 877/789-2925.
4. Select EXPLORE or PLAN. You’ll be taken to a program selection page. See sample below.

Testing Year: 2013-2014

Choose Program:
- FUNDED BY ILLINOIS STATE BOARD OF EDUCATION EXPLORE 2013-14 GRADE 9
- FUNDED BY ILLINOIS STATE BOARD OF EDUCATION PLAN 2013-14 GRADE 10

5. Enter Testing Year: 2013-2014
6. Choose Program:
- FUNDED BY ILLINOIS STATE BOARD OF EDUCATION EXPLORE 2013-14 GRADE 9 ONLY
- FUNDED BY ILLINOIS STATE BOARD OF EDUCATION PLAN 2013-14 GRADE 10 ONLY

If you do not see this option, you have not logged in as an eligible district. Do not continue with your order as it will not be funded by ISBE. Check to be sure that the organization listed in the upper right hand corner is a district. If not, return to step 3. If it is a district, call ACT Customer Services at 877/789-2925 for assistance.

7. Read the Participation Agreement in the shaded box and check the box below to agree to the Participation Agreement.
8. Click “Select Schools and Quantities” and continue with your order by clicking on the name of the school for which you need to order. If you have more than one school in your district, you’ll need to indicate quantities separately for each.
9. Order one test package for each testing student as well as any accommodated and/or supplemental test materials that you anticipate needing. ACT will ship an overage of the following items based on your enrollment: test booklet, answer folder, Instructions for Completing Your Answer Folder, and Why Take EXPLORE/Why Take PLAN.

<table>
<thead>
<tr>
<th>Package Quantity</th>
<th>Overage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>1</td>
</tr>
<tr>
<td>11-50</td>
<td>3</td>
</tr>
<tr>
<td>51-20</td>
<td>5</td>
</tr>
<tr>
<td>201-500</td>
<td>10</td>
</tr>
<tr>
<td>501-1000</td>
<td>15</td>
</tr>
<tr>
<td>1001+</td>
<td>20</td>
</tr>
</tbody>
</table>

10. If you do not see a school for which you need to order, please contact ACT at 877-789-2925. The school may need to be added to the ISBE eligibility list. ACT Customer Service will be able to initiate that process for you.

11. Select the “Standard” delivery option to avoid delivery charges to your district. Please do not select expedited shipping unless you are placing your order very close to your actual test date.

12. Select a Test Materials Delivery Date. This is the date by which you will receive your materials; it doesn’t have to be your actual date of testing.

13. Select a School Contact person or click Add Contact if the correct person isn’t listed.

14. Under “Where should we ship test materials?” select a school address and contact. The page will refresh and populate a drop-down list for contacts when an address is selected.

15. Select an address and contact for “Where should we ship school Reports?” Again note that the page will refresh when an address is selected. Do not select ISBE as the address for shipping school reports.

16. When school information is complete, click “Next” to return to the list of schools. If you have more schools to order for, return to step 8.

17. After you have ordered for all of your schools, hit the “Enter Billing Information” button at the bottom of your screen.

18. You should see:
“Billing Information – FUNDED BY ILLINOIS STATE BOARD OF EDUCATION EXPLORE 2013-14 GRADE 9 ONLY” or “Billing Information – FUNDED BY ILLINOIS STATE BOARD OF EDUCATION PLAN 2013-14 GRADE 10 ONLY”. If you do not see this call ACT Customer Service at 877/789-2925. If you do, click “District Reporting Information”.

19. Enter your District Reporting address and contact and note the date indicated for processing of your district reports.

20. Check out.

21. The Payment Page will show a Total Amount due of $0.00 unless you have requested expedited shipping to be charged to your district.

22. Review your order to make sure everything is accurate then agree to the terms and conditions.

23. Finally, hit the “Place Order” button. Your order will not be complete until you have completed this final step.

24. Thank you for your order!

25. Note – for the 2013-2014 testing year districts are responsible for completing and submitting pre-id templates to ACT. ISBE will not be sending in a single statewide file as they did in fall 2012.