



CPEA ONLINE REGISTRATION

Administrator's User Guide

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1.0	LOGGING ON AS ADMINISTRATOR	4
2.0	MAIN MENU	5
2.1	USER MAINTENANCE	6
2.1.1	<i>Add User.....</i>	<i>6</i>
2.1.2	<i>Edit User.....</i>	<i>11</i>
2.1.3	<i>Searching For a Candidate.....</i>	<i>12</i>
3.0	RESET PASSWORD	14
4.0	DISABLE/ENABLE USER ACCOUNT	14
5.0	GROUP	15
6.0	LOGOUT	16



LISTING OF FIGURES

Figure 1: Login Screen	4
Figure 2: The Main Menu Window	5
Figure 3: Selection of Add User Option	6
Figure 4: Add New User Window	7
Figure 5: New User Added Successfully	8
Figure 6: Selection of Centre Code Window	8
Figure 7: Assigning a User to a Group	9
Figure 8: Saving the user details	10
Figure 9: Listing of Users	11
Figure 10: Edit a User.....	12
Figure 11: Search for a specific User.....	13
Figure 12: Reset Password.....	14
Figure 13: Enable/Disable User Account.....	15
Figure 14: Selecting a User Group	16

1.0 Logging on as Administrator

The administrator of the **CPEA Online Registration System** has certain rights and privileges. The assigned Administrator can create new users, edit existing users and set up registration fees. The new administrator will be issued with a *User Id* and a *Password* from the Local Registrar within the territory.

To access the application, log on to the internet and type www.cxc.org/CPEA. You will be presented with the **Login** screen as shown in *Figure 1* below.



The screenshot shows the login interface for the Caribbean Examinations Council (CXC). At the top, there is a banner with the CXC logo and the text "CARIBBEAN EXAMINATIONS COUNCIL". Below the banner, the word "Login" is displayed in a blue bar. The main area is light blue and contains a login form with the following fields and buttons:

- Enter User Id**: A text input field.
- Enter Password**: A text input field.
- Period**: A dropdown menu with the text "Select Period" and a downward arrow.
- Login**: A blue button.
- Change Password**: A blue button.
- [I can't access my account](#): A blue hyperlink.

Figure 1: Login Screen

1. Enter the **User Id**.
2. Enter the assigned **Password**.
3. Select the **Period** for which the registrations are being entered.
4. Click the **Login** button to logon to the application.
5. At any time if there is a need to change your password, select **Change Password** button.

After completing the login process, the **MAIN MENU** window is shown in *Figure 2* below.



Figure 2: The Main Menu Window

2.0 Main Menu

The main menu consist of two options, these are:

- 2.1 User Maintenance:** Provides access to the **Add User** and **Edit User** options.
- 2.2 Logout:** Select this option to exit the application.

2.1 User Maintenance

2.1.1 Add User

The **Add User option** is used to create new user(s) and issue password(s) to those persons who will be required to use the application.



Figure 3: Selection of Add User Option

As shown in **Figure 3** above, on selecting the **User Maintenance** menu you will be presented with two options: **Add User** and **Edit User**.

On selection of the **Add User** Option, the screen displayed in **Figure 4** below is shown.



User Maintenance Logout

Add New User

First Name

Last Name

Email

Cell Phone

Figure 4: Add New User Window

1. Enter the user's **First Name**.
2. Enter the user's **Last Name**.
3. Enter the user's **Email** address (if known).
4. Enter the user's **Cell phone** number .
5. Select the button.

You will be prompted that the user has been added successfully. Select **OK** as shown in *Figure 5* below.



Figure 5: New User Added Successfully

On selecting **OK** a screen is shown populated with a listing of centres as shown in *Figure 6* below.

NB: The listing of centres shown will depend on what has been assigned by the CXC's Administrator.



Figure 6: Selection of Centre Code Window

1. Select the centre that the user will be assigned to by clicking on the check box .

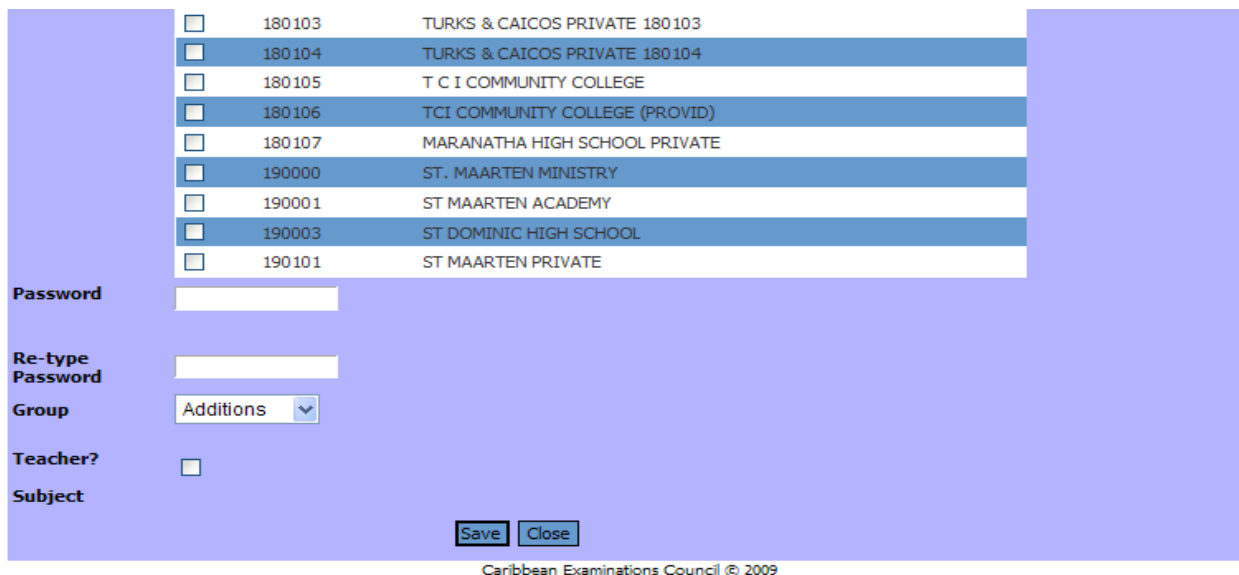
As shown in **Figure 7** below:

2. Type the **Password** in the password field.
NB: Passwords should be at least 8 characters in length including 1 upper, 1 lower, 1 digit & 1 special character. Example: JohnDA3\$
3. Re-type the password for confirmation.
4. Select the **Group** that the user will be assigned to by clicking on the drop down box.

NB: The groups are as follows:

Super User	Can register a candidate as well as enter assessment data and forward information to Ministry.
Additions	Can add candidates only.
Teacher	Can enter assessment data only.
Admin	<ul style="list-style-type: none">• Can add, edit and delete users as well as assign passwords.• Assign teachers to candidates.

5. If the user is a **Teacher**, select the check box.



The screenshot shows a user assignment form with the following elements:

- A list of groups with checkboxes for selection. The groups are: 180103 TURKS & CAICOS PRIVATE 180103, 180104 TURKS & CAICOS PRIVATE 180104, 180105 T C I COMMUNITY COLLEGE, 180106 TCI COMMUNITY COLLEGE (PROVID), 180107 MARANATHA HIGH SCHOOL PRIVATE, 190000 ST. MAARTEN MINISTRY, 190001 ST MAARTEN ACADEMY, 190003 ST DOMINIC HIGH SCHOOL, and 190101 ST MAARTEN PRIVATE.
- Input fields for **Password** and **Re-type Password**.
- A **Group** dropdown menu currently set to "Additions".
- A **Teacher?** checkbox.
- A **Subject** dropdown menu.
- "Save" and "Close" buttons at the bottom.

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Figure 7: Assigning a User to a Group

- To save the record, select the **Save** button.
- Select **Close** to close the window and return to the Main Menu.

The following window is shown:

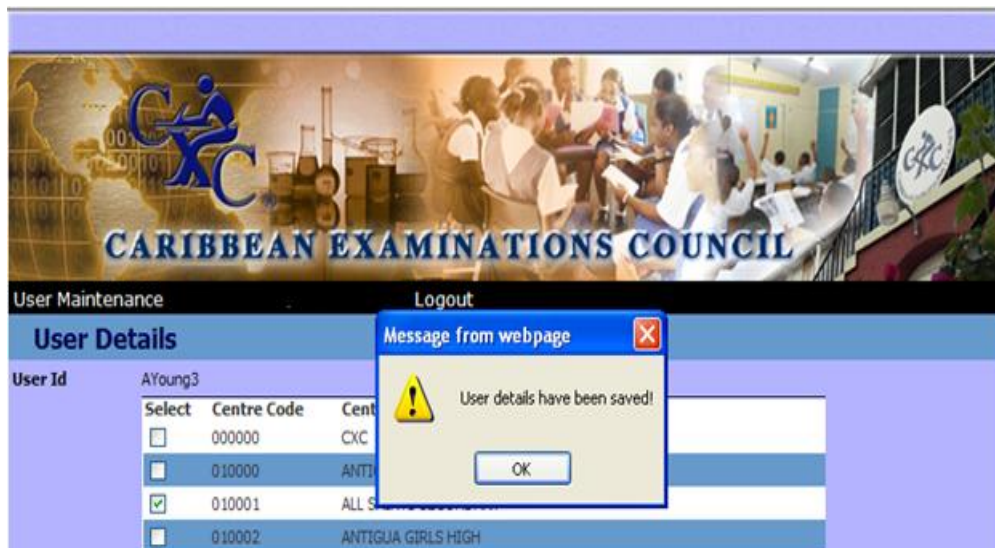
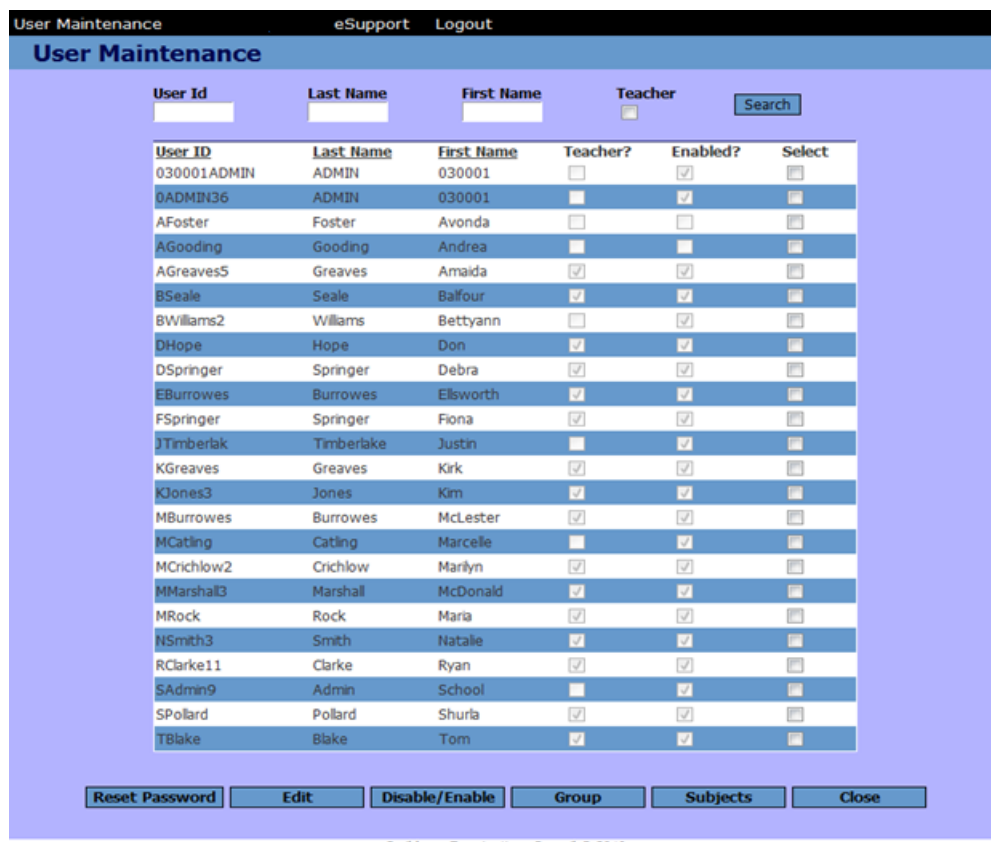


Figure 8: Saving the user details

- Select **OK** when prompted to save the user details.
- Select **Close** to close the screen.

The following screen is shown with a listing of all users that have been previously created.

2.1.2 Edit User



The screenshot displays the 'User Maintenance' interface. At the top, there are links for 'User Maintenance', 'eSupport', and 'Logout'. Below this is a search bar with fields for 'User ID', 'Last Name', and 'First Name', and a 'Search' button. The main area contains a table of users with the following columns: 'User ID', 'Last Name', 'First Name', 'Teacher?', 'Enabled?', and 'Select'. The table lists 20 users, including ADMIN, Foster, Gooding, Greaves, Seale, Williams, Hope, Springer, Burrowes, Timberlak, Greaves, Jones, Burrowes, Catling, Crichlow, Marshall, Rock, Smith, Clarke, Admin, Pollard, and Blake. At the bottom of the interface, there are buttons for 'Reset Password', 'Edit', 'Disable/Enable', 'Group', 'Subjects', and 'Close'. The footer of the interface reads 'Caribbean Examinations Council © 2010'.

User ID	Last Name	First Name	Teacher?	Enabled?	Select
030001ADMIN	ADMIN	030001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADMIN36	ADMIN	030001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AFoster	Foster	Avonda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGooding	Gooding	Andrea	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AGreaves5	Greaves	Amaida	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BSeale	Seale	Balfour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BWilliams2	Williams	Bettyann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DHope	Hope	Don	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSpringer	Springer	Debra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EBurrowes	Burrowes	Ellsworth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FSpringer	Springer	Fiona	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JTimberlak	Timberlake	Justin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KGreaves	Greaves	Kirk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KJones3	Jones	Kim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBurrowes	Burrowes	McLester	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCatling	Catling	Marcelle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCrichlow2	Crichlow	Marilyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MMarshall3	Marshall	McDonald	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MRock	Rock	Maria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NSmith3	Smith	Natalie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RClarke11	Clarke	Ryan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SAdmin9	Admin	School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPollard	Pollard	Shurla	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBlake	Blake	Tom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 9: Listing of Users

1. Select the User by clicking the check box in the select column.
2. Click the edit button.

The screen is *Figure 10* is shown:



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Figure 10: Edit a User

3. The Administrator can change the **First Name**, **Last Name** or select another centre for the User.
4. Select **Update** button to save the changes.
5. Select **Close** to close the screen.

2.1.3 Searching For a Candidate

The administrator can search by **User Id**, **Last Name** or **First Name** by typing in the appropriate field. Select **Search** by clicking on the button.

User Id <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Teacher <input type="checkbox"/>	Search
--	--	---	--	---------------

*For example: Results on a Search on **Last Name** Timberlake and **First Name** Justin is shown in **Figure 10** below.*



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Figure 11: Search for a Specific User

The administrator can now edit this profile.

Reset Password - Select this option to reset the user's password.

Edit - Select this option to update the user's record.

Disable/Enable - Select this option to activate or deactivate a user's record.

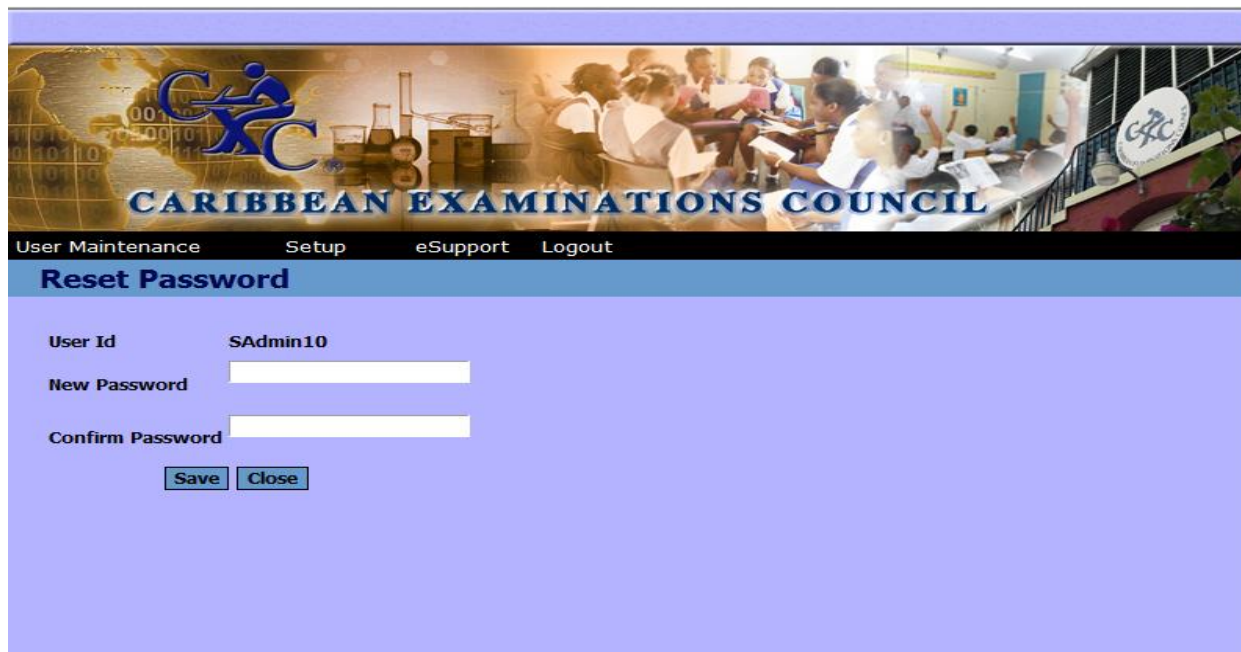
Group - Select this option to assign users to a group.

Subjects - This option shows the components for CPEA.

Close - Select this option to close the screen.

3.0 Reset Password

On selection of the **Reset Password** button the following screen is shown:



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Figure 12: Reset Password

1. Type a **New Password**.
2. Confirm the Password by re-typing the same password.
3. Select **Save** to save the amended password.
4. Select **Close** to return to the main menu.

4.0 Disable/Enable User Account

1. Select the User.
2. Select the **Disable/Enable** button.
3. At the prompt as shown in *Figure 13*, select OK.

- To enable the account restart at number 2 above.



Figure 13: Enable/Disable User Account

5.0 Group

On selection of the **Group** button the screen in *Figure 14* is shown:



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Figure 14: Selecting a User Group

1. Click on the drop down button to select a group from the list.
2. Select to save the amended group.
3. Select to close the window.

6.0 Logout

Select **Logout** to close the application.