



STUDENT ONLINE REGISTRATION

CANDIDATE PRIVILEGES MODULE



TABLE OF CONTENTS

LOGGING ON TO SYSTEM.....	3
CANDIDATE PRIVILEGES	4
ALLOW REGISTRATION.....	5
ALLOW RESULTS.....	6

LIST OF FIGURES

Figure 1: Login Screen..... 3

Figure 2: Selecting Candidate Privileges Tab 4

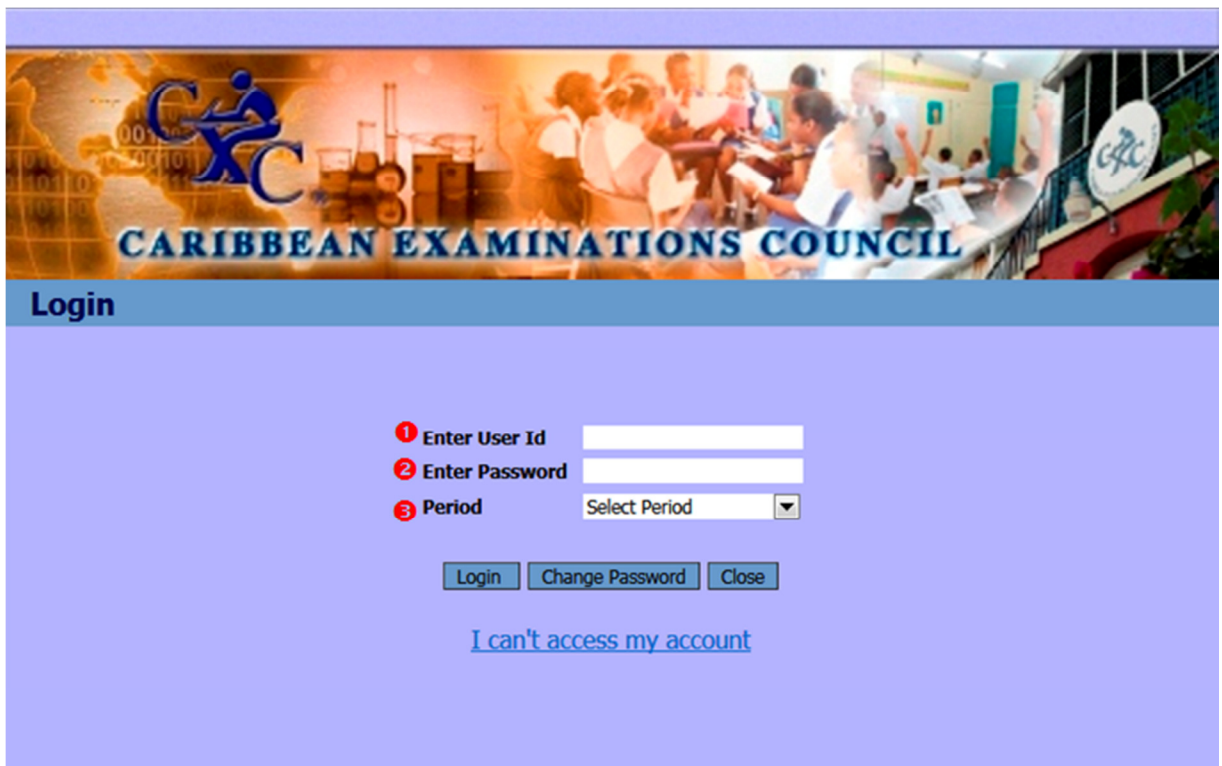
Figure 3: Selecting Candidate Privileges Screen 4

STUDENT ONLINE REGISTRATION

CANDIDATE PRIVILEGES MODULE

LOGGING ON TO SYSTEM

- + Connect to the internet.
- + Type the URL as follows: <http://ors.cxc.org>
- + In the displayed screen in *Figure 1* below:
 - ❶ Enter your assigned **User Id**. You should log on with your SuperUser Id.
 - ❷ Enter your current **Password**. (NB: *If you are a new user you will be required to change your password.*)
 - ❸ Select the exam **Period** from the drop down list by clicking on the down arrow ▾.



The screenshot shows the login interface for the Caribbean Examinations Council (CXC) system. At the top, there is a banner with the CXC logo and a photograph of students in a classroom. Below the banner, the word 'Login' is displayed in a blue bar. The main area is light blue and contains three input fields with red numbered icons: ❶ 'Enter User Id', ❷ 'Enter Password', and ❸ 'Period' (a dropdown menu with 'Select Period' text). Below these fields are three buttons: 'Login', 'Change Password', and 'Close'. At the bottom, there is a blue link that says 'I can't access my account'.

Figure 1: Login Screen

- + After successfully logging on to the application the screen in *Figure 2* is displayed.

CANDIDATE PRIVILEGES



Figure 2: Selecting Candidate Privileges Tab

- Select the **Registration** tab as highlighted in *Figure 3*, and then click on Candidate Privileges. The following screen is displayed:

A screenshot of the 'Candidate Privileges' screen. At the top is a navigation bar with tabs: 'Registration', 'Generate Sequence Numbers', 'Projections', 'Import/Export', 'SBA', 'Report', 'Query/Review', and 'Logout'. Below the navigation bar is a header 'Candidate Privileges'. The main content area has a 'Centre' dropdown menu, 'Allow Registration' (checked), and 'Allow Results' (unchecked). Below this is a section 'Assigned Candidates' with a message 'No Candidates Available' and a 'DisAllow' button. At the bottom, there are input fields for 'Class', 'First Name', 'Last Name', and 'Gender' (with a 'Select Gen' dropdown), a 'Search' button, and 'Allow' and 'Close' buttons.

Figure 3: Selecting Candidate Privileges Screen

ALLOW REGISTRATION

- By default *Allow Registration* is checked. If there are candidates registered for the centre they will appear in the *Assigned Candidates* list indicating that the candidates will have access to registration reports: Timetables and the Subject Registered Report.

- To deny all candidates access to the registration reports click on the select checkbox **Select** ☐ in the header row shown.

School	Class	SEQ NO	First Name	Last Name	Middle Name	DOB	Gender	Select <input type="checkbox"/>
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- Placing a check **Select** ☒ in the select checkbox should place a check in all the checkboxes in that column. Once that is done, click on the **Disallow** button **Disallow** to prevent the candidates from previewing registration reports.

NB. Disallowed candidates will appear in a list found below the search button. To disallow individual candidates check only the checkbox beside that candidate's name.

Class	First Name	Last Name	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gen <input type="button" value="Search"/>

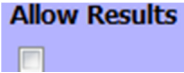
- To give all candidates access to the registration reports click on the select checkbox **Select** ☐ in the list below the search button, in the header row shown.


School	Class	SEQ NO	First Name	Last Name	Middle Name	DOB	Gender	Select <input type="checkbox"/>
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- Placing a check **Select** ☒ in the select checkbox should place a check in all the checkboxes in that column. Once that is done, click on the **Allow** button **Allow** to grant the candidates the ability to preview registration reports.


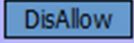
- NB. Allowed candidates will appear in a list found below the label, **Assigned Candidates**. To Allow individual candidates check only the checkbox beside that candidate's name.

ALLOW RESULTS

- By default *Allow Results* is not checked. To prevent access to results click on *Allow Results* . If there are candidates registered for the centre they will appear in the *Assigned Candidates* list indicating that the candidates will have access to grade results: online display of results.


- To deny all candidates access to the grade results click on the select checkbox **Select**  in the header row shown.


School	Class	SEQ NO	First Name	Last Name	Middle Name	DOB	Gender	Select 
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
- Placing a check **Select**  in the select checkbox should place a check in all the checkboxes in that column. Once that is done, click on the **Disallow** button  to prevent the candidates from previewing results.

NB. Disallowed candidates will appear in a list found below the search button. To disallow individual candidates check only the checkbox beside that candidate's name.

Class	First Name	Last Name	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gen  

- To give all candidates access to the grade results click on the select checkbox **Select**  in the list below the search button, in the header row shown.

School	Class	SEQ NO	First Name	Last Name	Middle Name	DOB	Gender	Select 
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- Placing a check **Select**  in the select checkbox should place a check in all the checkboxes in that column. Once that is done, click on the **Allow** button  to grant the candidates the ability to preview results.

- NB. Allowed candidates will appear in a list found below the label, **Assigned Candidates**. To allow individual candidates check only the checkbox beside that candidate's name.