



ONLINE REGISTRATION SYSTEM (ORS)

Manual for the Administrator: Centre
and Ministry

CCSLC[®] CSEC[®] CAPE[®]

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Table of Contents

ADMINISTRATOR LOGIN	3
MAIN MENU OPTIONS.....	4
USER MAINTENANCE OPTION	4
Add User	4
Reset Password.....	10
Edit User	11
Disable/Enable User Account	12
Group.....	13
Subjects.....	14
SETUP OPTION	15
CHANGE PASSWORD OPTION.....	16
LOGOUT OPTION	17



ADMINISTRATOR LOGIN

1. The Administrator of the **Online Registration System (ORS)** at the Centre/Ministry has the authority to create new Users, edit existing Users and set up registration fees. The Administrator will be issued with a **User Id** and a **Password** from the Local Registrar or **CXC**.
2. To access the ORS application, log on to the Internet and type <https://ors.cxc.org/>. You will be presented with the screen shown in **Figure 1** below.



Figure 1: Login Screen

3. Enter the **User Id**, **Password** and **Period**, then click the **Login** button.
4. After completing the login process, the User will be presented with the **MAIN MENU** window at **Figure 2** below.



Figure 2: The Main Menu Options

MAIN MENU OPTIONS

5. The main menu consist of four options, these are:

User Maintenance: allow User to **Add User** and **Edit User**

Setup: sets up Local Fee Maintenance

Change Password: allows User to change password

Logout: exits the application

USER MAINTENANCE OPTION

Add User

6. The **Add User option** is used to create new Users and issue passwords to those persons who will be required to use the ORS application.

7. The Administrator may assign Users to different levels of responsibilities by the type of **Group** they are placed. The table below shows the menu and sub-menu options that Users belonging to various groups can interface with the system.



Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Register Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate's Data	--	Yes	--	--	Yes
Registration	View Candidate's Data	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate's – List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes	Yes
Registration	Projections	--	--	--	--	Yes
Generate Sequence Numbers		--	--	--	--	Yes
Import/Export	Import Personal Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	--	Yes
Import/Export	Forward Queries/Reviews	--	--	--	--	Yes
SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes	--	Yes	Yes
SBA	Practical Data Capture	Yes	Yes	--	Yes	Yes
SBA	SBA Confirmation	--	--	--	--	Yes
Reports		Yes	Yes	Yes	Yes	Yes
Query/Review		--	--	--	Yes	Yes
Change Password		Yes	Yes	Yes	Yes	Yes
Logout		Yes	Yes	Yes	Yes	Yes

Figure 3

8. A User may be assigned into one of the following Groups:

- i. **Additions** - Add candidates and SBA/Practical Data Capture;
- ii. **Edits** - Edit candidates' records and SBA/Practical Data Capture ;
- iii. **View** - View candidates' records;
- iv. **Teacher** - Batch entry, Teacher Assignment for SBA, SBA/Practical Data Capture and key Queries/Reviews. **ALL teachers presenting candidates for examinations must have login credentials** created in the ORS as Teacher. This is necessary to assign candidates to teachers for each subject;



- v. **Super User** - Interface within all the areas of the ORS except to Add Users and set-up the Local Fee Maintenance Table.
 - vi. **Administrator** – Add Users and set-up the Local Fee Maintenance Table.
9. The number of centres a Centre Administrator may interface with (have responsibility for) will depend on the number of centres that has been assigned to the Administrator by the Ministry.
10. The **User Maintenance** Menu, when selected, will present two options: **Add User** and **Edit User**.
11. On selection of the **Add User** option, the screen in **Figure 4** below will be shown.

The screenshot shows the 'Add New User' form. At the top, there is a banner with the CXC logo and the text 'CARIBBEAN EXAMINATIONS COUNCIL'. Below the banner is a navigation bar with links: 'User Maintenance', 'Setup', 'Change Password', and 'Logout'. The main heading of the form is 'Add New User'. Below this, there are four input fields: 'First Name', 'Last Name', 'Email', and 'Cell Phone'. At the bottom left of the form, there are two buttons: 'Close' and 'Add User'. The footer of the page reads 'Caribbean Examinations Council © 2012'.

Figure 4: Add New User

12. To add a User, the Administrator must:
- i. Enter the User's **First Name**.
 - ii. Enter the User's **Last Name**.
 - iii. Enter the User's **Email** address (if available).
 - iv. Enter the User's **Cell phone** number (if available).
 - v. Select the **Add User** button.
13. A prompt will indicate that the User has been added successfully. Select **OK** as shown in **Figure 5** below.

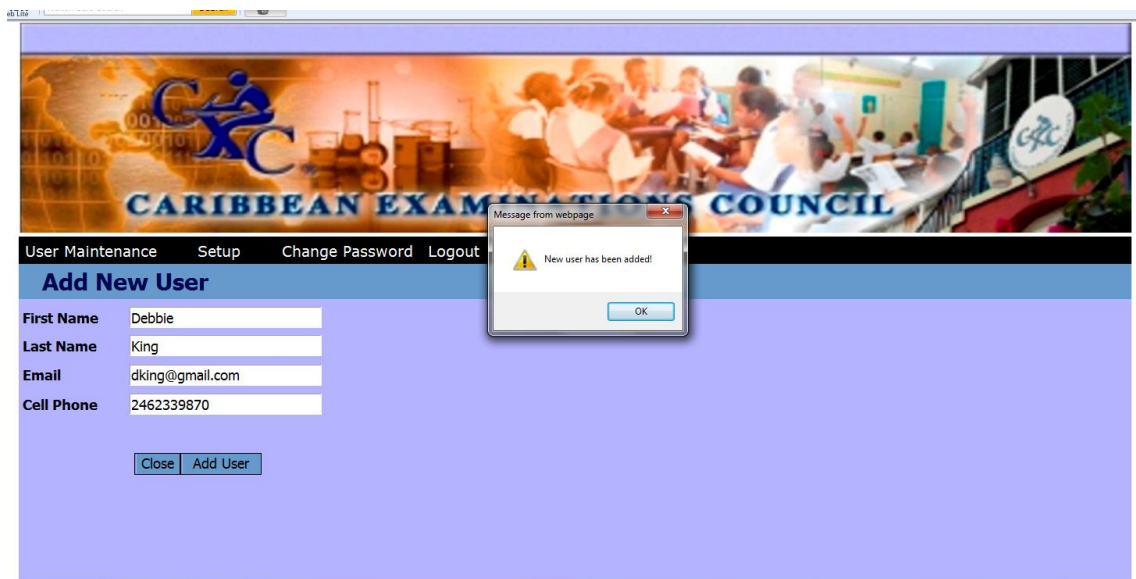


Figure 5: New User Added Successfully

14. On selecting **OK**, the screen at **Figure 6** is shown. Once **OK** is selected, the User ID is created – in this case it is DKing7.

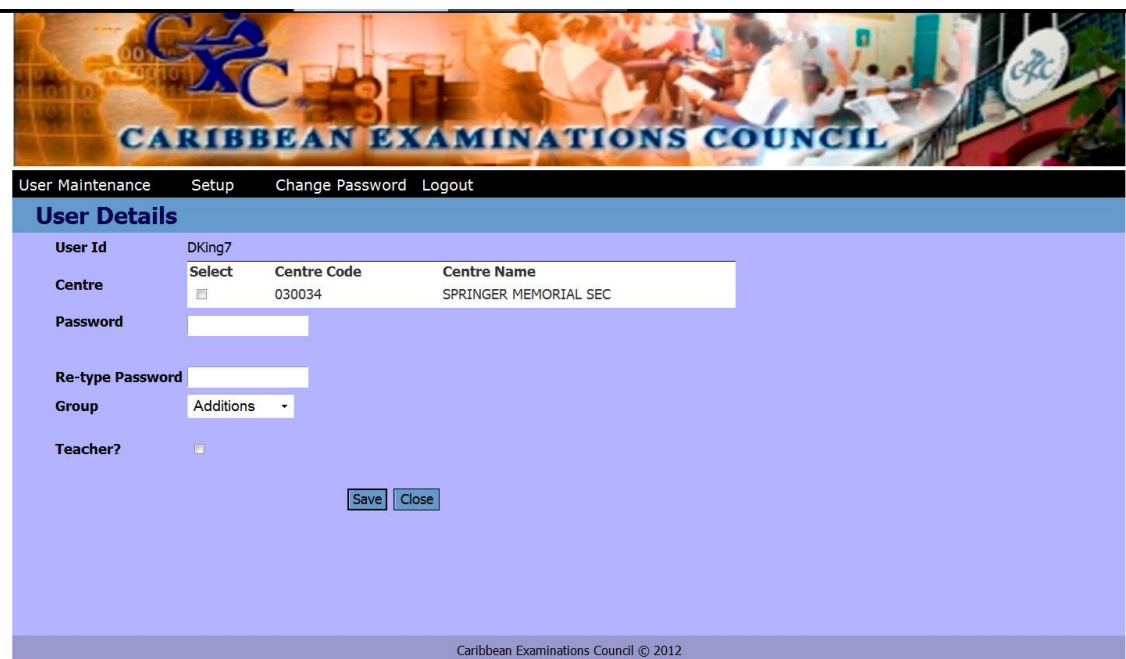




Figure 6: User Details

15. Complete the process of adding the User by:
- Clicking on the **Select** checkbox in the Centre field – this will determine the centre(s) with which the User will interface.




- ii. Create a password for the User and key it in the **Password** field. The Administrator may create a standard password for all Users.

NB: Passwords MUST be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3\$. Here the \$ represents the special character. Other special characters include !, @, #, %, &, (, and +. The asterisk (*) should not be used as a special character.

- iii. Enter the same password in the **Re-type Password** field.
- iv. Select the **Group** that the User will be assigned by clicking on the dropdown box. The choices in the **Group** are Additions, Edits, View, Teacher, Super User and Admin. **If the User is a Teacher, the Teacher checkbox should be checked. If candidates are not assigned to teachers, the report in the ORS called 'Register of Candidates by Subject Teacher' cannot be generated.** Accounts must be created for **ALL** Teachers who present students for examinations. If the Teachers are not required to interface with the ORS, they need not be issued with the logins created for them but the accounts are necessary to facilitate the candidate to teacher assignment. **These Teachers could be created in the View group but the Teacher box must be checked and subjects must be assigned.**
- v. To save the record, select the  button.
- vi. Select **OK** when prompted that User details have been saved.
- vii. Select  to close the window and return to the main menu.

16. **Figure 7** shows a listing of all Users that have been created in the system.



User Maintenance Setup Change Password Logout

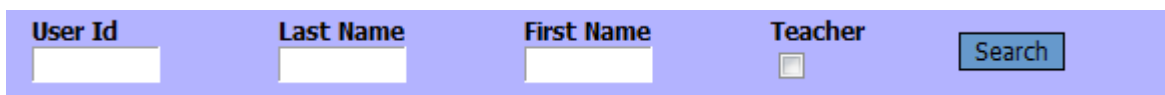
User Maintenance

User Id:
 Last Name:
 First Name:
 Teacher: ☐
 Search:

User ID	Last Name	First Name	Teacher?	Reviewer?	Enabled?	Select
030034ADMIN	ADMIN	030034	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AAlleyne	Alleyne	Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AAlleyne18	Alleyne	Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACLARKE27	CLARKE	ADRIAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ANICHOLS	NICHOLS	ANDREA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BBancroft3	Bancroft	Beverley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CALLEYNE1	ALLEYNE	CHARLETTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHOLDER	HOLDER	CARLOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DHOLDER	HOLDER	DURLYNE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DJACKMAN	JACKMAN	DAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DKing7	King	Debbie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DTAYLOR6	TAYLOR	DONNA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 7: Listing of Users

17. To find a particular User, the Administrator can search by **User Id**, **Last Name**, **First Name** or a combination of **First Name** and **Last Name**. Select **Search** by clicking on the button – see **Figure 8**.



User Id:
 Last Name:
 First Name:
 Teacher: ☐
 Search:

Figure 8: Search Fields for a User

18. For example: a search on **Last Name** King and **First Name** Debbie brings up the results shown in **Figure 9**.



Figure 9: Populated Search Fields for a User

19. Once the Select checkbox has been checked, the Administrator can now make changes to the User's profile:

- i. Reset Password - resets the User's password.
- ii. Edit - updates the User's record.
- iii. Delete – removes the User from the ORS.
- iv. Disable/Enable - activates or deactivates a User's record.
- v. Group - assigns Users to a different group.
- vi. **Subjects – this tab should be used to assign subjects to a User's account. Persons in the Teacher and Super User groups must be assigned subjects.**
- vii. Close - closes the screen.

Reset Password

20. On selection of the **Reset Password** button the screen at **Figure 10** is shown:

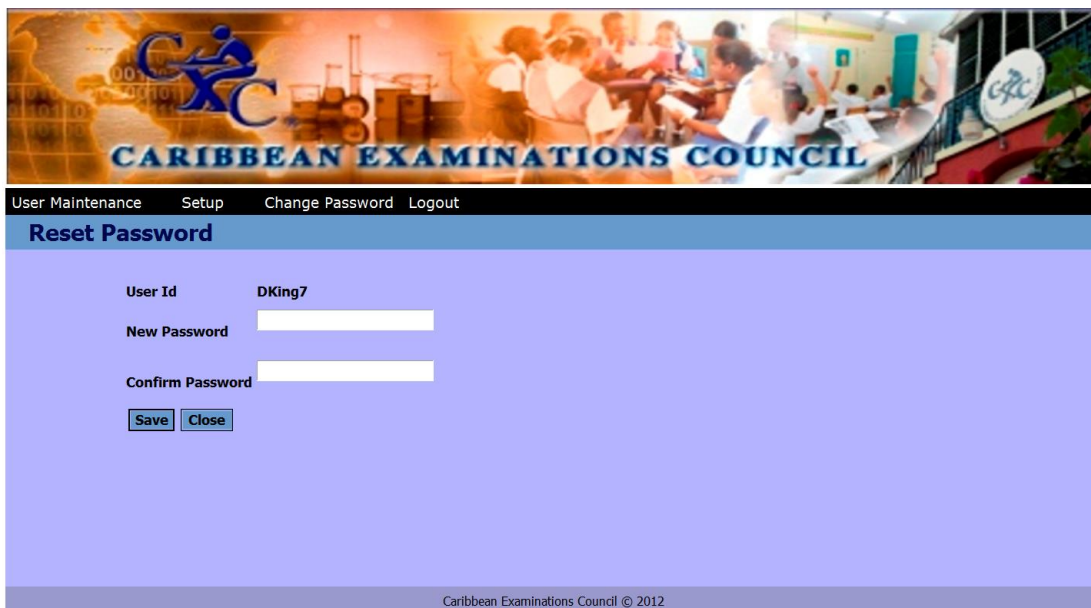


Figure 10: Reset Password

- i. Type a **New Password**.
- ii. Confirm the Password by re-typing the same password.
- iii. Select **Save** and then **Close** to return to the main menu.

Edit User

21. Select the User by clicking the checkbox ☒.
22. Click the **Edit** button and screen at **Figure 11** appears:



User Maintenance Setup Change Password Logout

Edit User

User ID: DKing7

First Name: Debbie

Last Name: King

Email: dking@gmail.com

Cellphone: 2462339870

Teacher? ☐

Select	Centre Code	Centre Name
<input checked="" type="checkbox"/>	030034	SPRINGER MEMORIAL SEC

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Figure 11: Edit a User

- i. The Administrator can change any of the data in the given fields or select another centre for the User if the Administrator has this right or privilege.
- ii. Select button to save.
- iii. Select to close the screen.

Disable/Enable User Account

23. To disable/enable a User's account:

- i. Select the User.
- ii. Select the button.
- iii. At the prompt as shown in **Figure 12**, select OK.

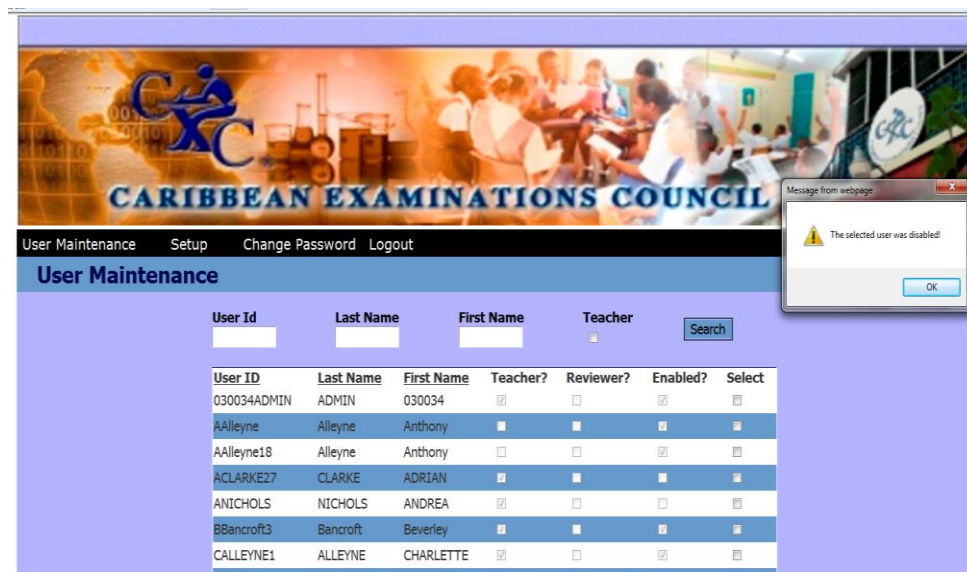


Figure 12: Enable/Disable User Account

24. The Administrator **MUST** ensure that the accounts of **ALL** Users are disabled when the Users no longer interact with the ORS or are no longer associated with the centre. This is to prevent any potential security breach of the CXC's registration system.

Group

25. On selection of the **Group** button the screen at **Figure 13** is shown.



Figure 13: Selecting a User Group



- i. Click on the drop down button to select a group from the list.
- ii. Select **Save** to save the amended group.
- iii. Select **Close** to close the window.

Subjects

26. The Administrator should assign subjects to Users by:
- i. Selecting **All** in the **Subjects Type** drop down box. A screen similar to **Figure 14** will appear.

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User Maintenance Setup Change Password Logout

User Subject Maintenance

User ID: DKing7 User Name: Debbie King

Subjects

Type: All Period: 2014 CCSLC

Subject Name	Assigned
INTEGRATED SCIENCE CCSLC	<input type="checkbox"/>
MATHEMATICS CCSLC	<input type="checkbox"/>
ENGLISH CCSLC	<input type="checkbox"/>
FRENCH CCSLC	<input type="checkbox"/>
SPANISH CCSLC	<input type="checkbox"/>
SOCIAL STUDIES CCSLC	<input type="checkbox"/>

Save Close

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Figure 14: Assigning Subjects to a User

- ii. Selecting the subject(s) to be assigned by clicking in the check box ☒ or selecting the Assigned checking box to select all the subjects in the listing for the User.
- iii. Clicking on the **Save** button at the bottom of the screen.
- iv. Close the window by clicking on the **Close** button to return to the main menu.



- v. The Administrator must use the reverse process of assigning when the subject(s) are to be unassigned from a User.

SETUP OPTION

- 27. When the User chooses the Setup option on the Main Menu screen, the screen at **Figure 15** will appear.

Choose Centre:

Select Centre

Select Centre

030034 - SPRINGER MEMORIAL SEC

Save Close

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Figure 15: Selecting Centre to Set up Local Fees

- 28. After a centre has been selected, the screen at Figure 16 will be shown.



Categories	Local Fees	Fees Type
Entry	0.00	Per Candidate
Subject	0.00	Per Candidate
Late Entry	0.00	Per Candidate
Very Late Entry	0.00	Per Candidate
Personal Amendment	0.00	Per Candidate
Very Late Personal Amendment	0.00	Per Candidate
Subject Amendment	0.00	Per Candidate
Very Late Subject Amendment	0.00	Per Candidate
Local/Admin	0.00	Per Candidate
Orals	0.00	Per Candidate
SBA	0.00	Per Candidate
Practicals	0.00	Per Candidate
Withdrawn Entry	0.00	Per Candidate
Re-Enroll	0.00	Per Candidate
Withdrawn Subject Entry	0.00	Per Candidate
Re-Enroll Subject	0.00	Per Candidate
Query Absents	0.00	Per Candidate
Query Ungraded	0.00	Per Candidate
Reviews	0.00	Per Candidate
Query Withholds	0.00	Per Candidate

Figure 16: Setting up Local Fees

29. The User can set up the various fees applicable to candidates from the centre. A choice must be made on whether the fee is Per Candidate or Per Subject. For example, the Entry Fee is per candidate whereas the Subject Fee is per subject. When fees change, the Administrator should update the Local Fees Maintenance Table accordingly.

30. If the Administrator does not set up the Fees Maintenance Table for the Centre, the Centre would not be able to calculate the fees payable by the Centre or by individual candidates. Moreover, when late entries or amendments are made by the Centre, the cost would be shown in the ORS as \$0.

31. Clicking on the  button will save the contents of the fees table.

32. Clicking on the  button to returns to the Main Menu screen.

CHANGE PASSWORD OPTION

33. When the Change Password option is chosen from the Main Menu screen, the Administrator will be presented with the screen at **Figure 17** from which the appropriate changes can be made.



Change Password

User Id DKing7

Current Password

New Password

Confirm Password

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Figure 17: Changing a Password

LOGOUT OPTION

34. When the User wants to exit the ORS application, the **Logout** option on the Main Menu screen should be selected.

END