

1. Login to <https://nextgen.aztecsoftware.com>
2. Create a User ID for the participant
  - a. Click Admin Center
  - b. On the Users tab Click + New to add a new user
  - c. Input the User Name as First.Last Name.
  - d. Input the first and last names. (Please note that the Username is created using the first and last names and is case sensitive).
  - e. **Confirm the time zone is (GMT-08:00) Pacific Time (US & Canada)**
  - f. **Input E-mail Address**
    - i. The e-mail address that is input will receive the confirmation of registration with a link requiring the user to click to confirm the account.
    - ii. The e-mail that is received also will contain the username and the password (which should be changed upon first login).
    - iii. Providers may choose to use the student's e-mail address assuming the student will be able to successfully access the confirmation e-mail to obtain the registration information.
    - iv. The e-mail address is not required. If the address is not used, the facilitator must provide the login credentials to the participant.
  - g. Choose Student from the Roles drop down selection.
  - h. **Password** - You may leave the password field blank and have the system generate one or you may create a password for the student. Either way, both passwords will be sent in the confirmation e-mail if provided.
  - i. Click force password change to require the password be changed upon first login.
  - j. **Choose the TAG that represents your organization. If you are not sure ask your supervisor as this is how your organization's students will be grouped.**
  - k. Click Save
3. Enroll the Student
  - a. Click the Enroll Students tab
  - b. Type your student's name in the Search for students field
  - c. Select your organization's Tag in the Tag filter
  - d. Click the check box to the left your student's name
  - e. Click Enroll Students
    - i. Click on or more of the following appropriate classes
      1. Pre-HSE Math – FRWDB
      2. Pre-HSE Reading – FRWDB
      3. Aztec's HiSET Prep Solution
4. Student Usage
  - a. The student uses the same URL to access Aztec's login screen. (remember the Username is case sensitive)
  - b. The Student accesses their work under Active Classes
  - c. The student clicks Start on the tutorial class they are to use.
  - d. The student must start at the first unit and work through each one.
  - e. When the student is in the class they access the Learning Plan tab to walk through the lessons.
  - f. Within each unit are a pretest, lessons, drills, and a post-test, which can be seen to the right of the lesson topic.
  - g. After completing the pretest for each unit, recommendations are provided to give the student assistance in areas of need.
5. Verification/Documentation
  - a. Print the Student Activity Detail Report for the particular student.
  - b. Click on "School Reports".

- c. Select "Student Activity Detail".
- d. Select Students
  - i. Click on the Student drop down and search for the name
  - ii. Click checkbox next to Student name
- e. Select the following parameters:
  - i. Include Activity
    - 1. Click "Clear All"
    - 2. Select "Pre-Test" and "Post Test"
  - ii. Change the Time Interval to an appropriate interval
  - iii. Select the appropriate class(es) from the Classes/Quiz Set drop down
- f. Click "Generate".
- g. Reports are accessed from your Notifications item on the left side navigation