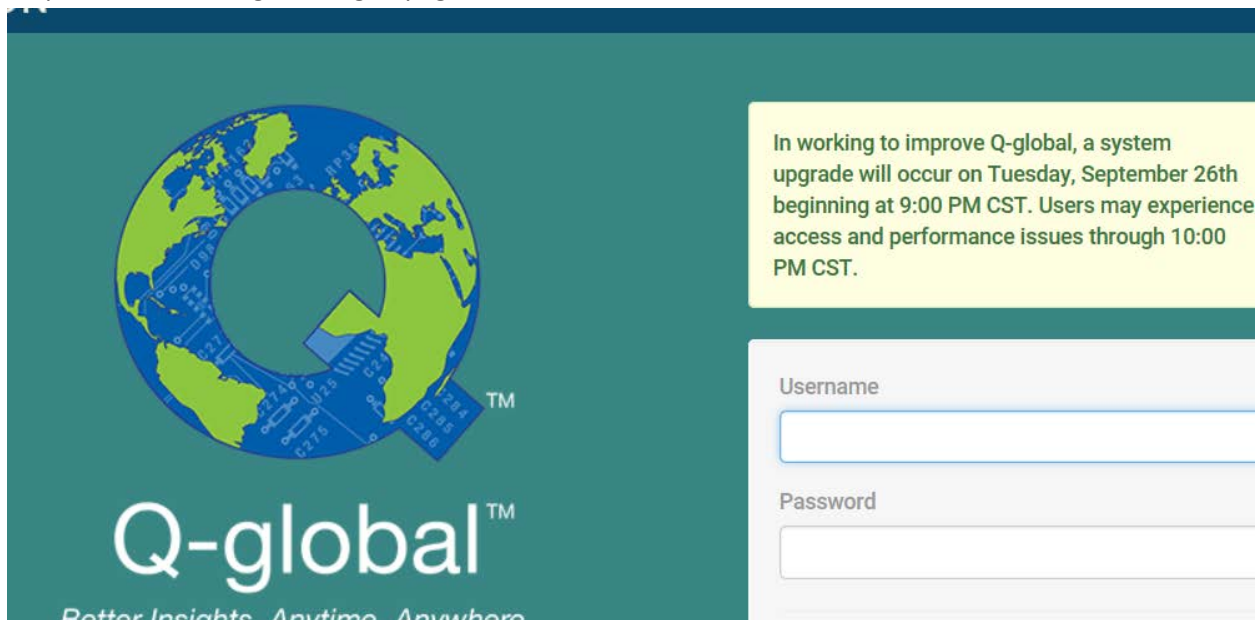


# Q-global Registration for scoring the KTEA3

*If there is no one on staff at your school who is currently registered with Q-Global to score the KTEA3, please contact [Learning Support through their website](#).*

If there is an Inclusive Learning teacher on your staff who *is* registered with Q-global, they are able to register other staff members who have their Level B training and will be administering the KTEA3.

Step 1: Go to the Q-global log-in page



Step 2: Go to your school

The screenshot shows the Pearson Group Administration interface. At the top, the Pearson logo and 'ALWAYS LEARNING' are visible. The user is logged in as JANE LITMAN at VICTOR SCHOOL. The interface includes navigation links for Home, My Account, Manage Accounts, Resource Library, Notifications, Feedback, Help, and Sign Out. The main content area has tabs for 'Examinee', 'Group Administration', and 'Report'. Below the tabs, there is a checkbox for 'Include Sub-Accounts' and a row of action buttons: 'New Examinee', 'Delete Examinee', 'Assign New Assessment', 'Create Group', 'More Actions', and 'Move To'. A search icon is also present. The view is set to 'Active' and shows '1 Record'. A table with the following data is displayed:

	<input type="checkbox"/>	System ID	Last Name	First Name	Examinee ID	Birth Date	Gender
1	<input type="checkbox"/>	686071			jl2345#	12/10/2001	Female

At the bottom, there is a footer with Pearson contact information and version details: 'Build Version 54.2.4 - 24 Release Notes'.

Step 3: Click on Manage Accounts

The screenshot shows the 'Manage Accounts' page. At the top, the user is logged in as JANE LITMAN at VICTOR SCHOOL. The page has a 'Back' button and a title 'Manage Accounts'. Below the title, there are three buttons: 'New Account', 'Delete Account', and 'Move Users'. A instruction reads: 'Click on account name to view account information.' Below this, a list of accounts is shown, with the first entry being 'VICTOR SCHOOL'.

Step 4: Go to Details and click on Edit. Confirm that you are listed as "Account Owner"

The screenshot shows the Pearson user interface. At the top, there is a dark blue header with the Pearson logo. Below it is a navigation bar with the user's name 'JANE LITMAN', the school name 'VICTOR SCHOOL', and several menu items: 'My Account', 'Manage Accounts', 'Resource Library', and 'Notifications'. The main content area has a breadcrumb trail: '<< Back || Manage Accounts >> Account Details'. The title of the page is 'Account Details' for 'VICTOR SCHOOL'. There are several tabs: 'Details', 'Portfolios and Assessments', 'Inventory', 'Users', 'Consent Builder', and 'Administrative Reports'. An 'Edit' button is visible. The page is divided into two columns of information:

Account Details	Main Contact
System ID: 47656	Title:
Business Unit Name: Canada	First Name: JANE
Parent Account: Greater Victoria SD 61	Middle Name:
Parent Account Number: 1018557	Last Name: LITMAN
Name: VICTOR SCHOOL	Phone Number: 250-519-2106
Separate Inventory: No	Email: jlitman@sd61.bc.ca

Step 5: Click on Users and then New User

PEARSON

Home JANE LITMAN | VICTOR SCHOOL | My Account | Manage Accounts | Resource Library | Notificat

<< Back || Manage Accounts >> Account Details

## Account Details

VICTOR SCHOOL


Details Portfolios and Assessments Inventory **Users** Consent Builder Administrative Reports

View:  Users  User Roles  Examiner

Show: **All Users**

Include Sub-Accounts

**New User** **Delete**

 R

Page 1 of 1 10

<input type="checkbox"/>	Username	Last Name	First Name	Role
<input type="checkbox"/>	mchiappetta	Chiappetta	Mary	Assessment Administrator
<input type="checkbox"/>	jlitman	LITMAN	JANE	Account Owner

Step 6: Fill in required fields for the new user at your school. User name will be the same as their email (eg. jlitman). Be sure the ROLE assigned is ASSESSMENT ADMINISTRATOR. Click Save.

PEARSON ALWAYS LEARN

Home JANE LITMAN | VICTOR SCHOOL | My Account | Manage Accounts | Resource Library | Notifications | Feedback | Help

### Create Account User

**Save** **Cancel**

**Required**

Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Email:

\* Phone Number:

Status: Active

\* Business Unit: **Canada**

\* Account: **VICTOR SCHOOL**

Username:  x

\* Role:  v

Examiner:

JANE LITMAN | VICTOR SCHOOL | My Account | Manage Accounts | Resource Library | Notifications <sup>1</sup> | Feedback | Help

### Create Account User

**Require**

Title:	<input type="text"/>	Business Unit:	<b>Canada</b>
First Name:	<b>Teri</b>	Account:	<b>VICTOR SCHOOL</b>
Middle Name:	<input type="text"/>	Username:	<input type="text" value="tbembridge"/>
Last Name:	<b>Bembridge</b>	Role:	<input type="text" value="Assessment Administrat"/> ▼
Suffix:	<input type="text"/>	Examiner:	<input type="checkbox"/>
Email:	<b>tbembridge@sd61.bc.ca</b>		
Phone Number:	<b>250-519-2113</b>		
Status:	<b>Active</b>		

Step 7: The new user will get an email from Pearson, welcoming them to Q-global.