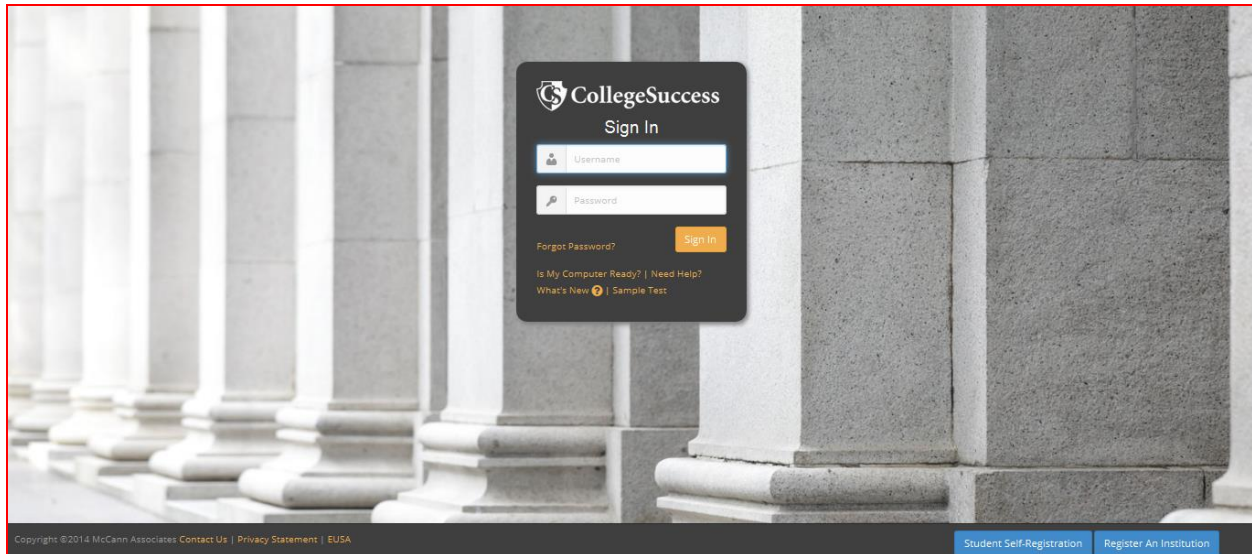


Student Login and Launching a Test

This User Guide will help you understand how to login to your student account, enter an access key and launch your test.



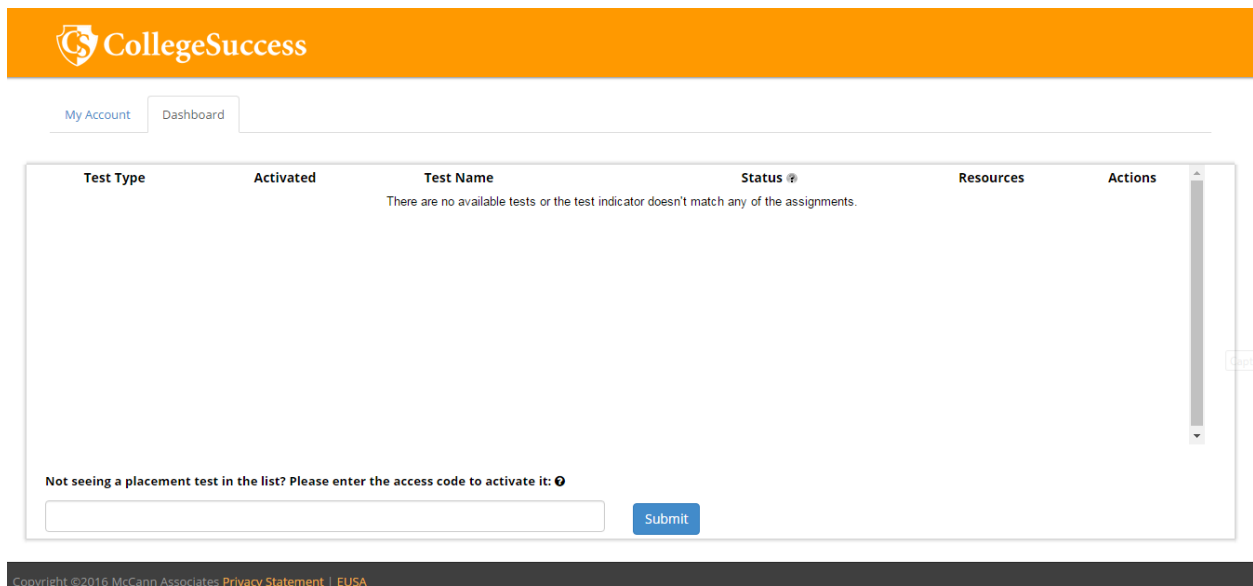
STEP ONE: Type the Internet address of College Success into your Web browser.

- You can access the application from any computer with an Internet connection.
- You can use any Web browser to access the application.
- We DO NOT recommend the use of mobile devices, such as iPADS, to access the application.

<https://college.measuredsuccess.com>

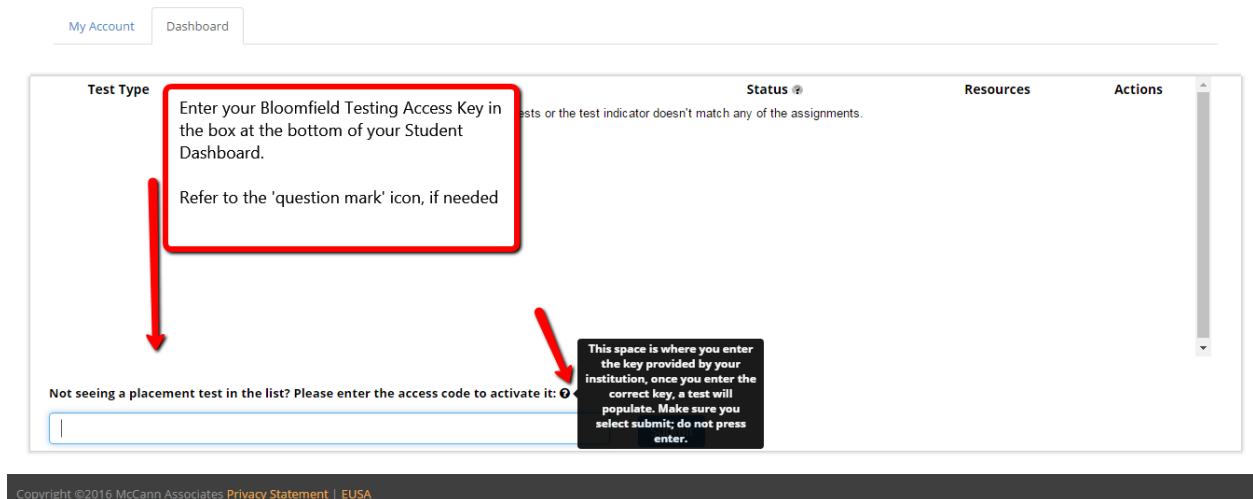
STEP TWO: Enter your username and password, provided to you, and then click the **Sign In** button. This will launch the application.

Student Dashboard:



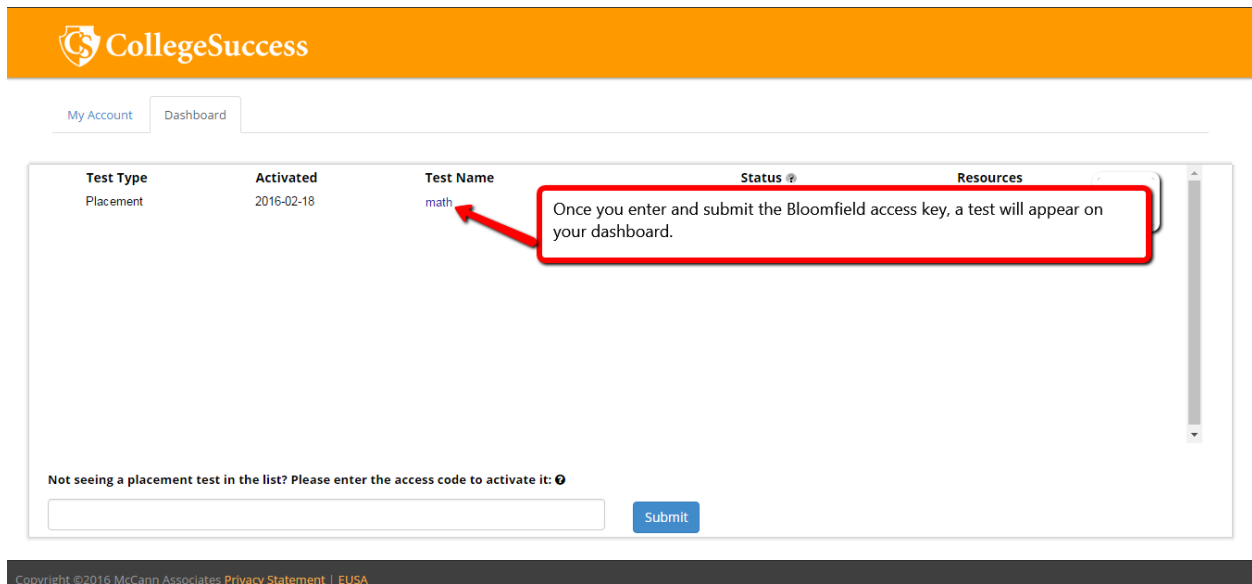
The screenshot shows the 'CollegeSuccess' Student Dashboard. At the top, there are tabs for 'My Account' and 'Dashboard'. Below the tabs is a table with columns: 'Test Type', 'Activated', 'Test Name', 'Status', 'Resources', and 'Actions'. The table is currently empty, with a message: 'There are no available tests or the test indicator doesn't match any of the assignments.' At the bottom of the table area, there is a text prompt: 'Not seeing a placement test in the list? Please enter the access code to activate it:'. Below this prompt is an input field and a 'Submit' button. A footer at the bottom of the page reads: 'Copyright ©2016 McCann Associates Privacy Statement | EUSA'.

STEP THREE: Once you log into your student dashboard, there will be no tests on your dashboard. Please enter the access code provided by Bloomfield in the box at the bottom of the screen. **DO NOT HIT ENTER ON YOUR KEYBOARD. YOU MUST 'SUBMIT' YOUR ACCESS CODE.**



This annotated version of the dashboard screenshot includes red callouts. A red box highlights the text: 'Enter your Bloomfield Testing Access Key in the box at the bottom of your Student Dashboard. Refer to the 'question mark' icon, if needed'. A red arrow points from this box to the input field. Another red arrow points from a black callout box to the question mark icon. The black callout box contains the text: 'This space is where you enter the key provided by your institution, once you enter the correct key, a test will populate. Make sure you select submit; do not press enter.' The footer at the bottom of the page reads: 'Copyright ©2016 McCann Associates Privacy Statement | EUSA'.

STEP FOUR: The test will appear on your dashboard.



CollegeSuccess

My Account | Dashboard

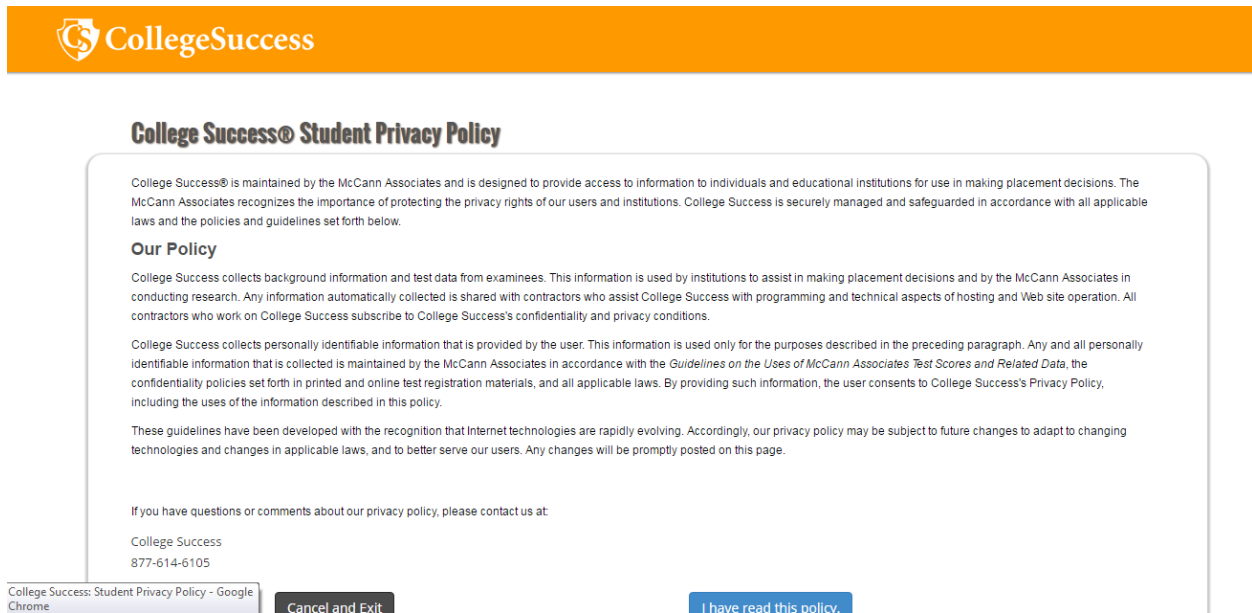
| Test Type | Activated | Test Name | Status | Resources |
|-----------|------------|-----------|--------|-----------|
| Placement | 2016-02-18 | math | | |

Once you enter and submit the Bloomfield access key, a test will appear on your dashboard.

Not seeing a placement test in the list? Please enter the access code to activate it:

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STEP FIVE: Click on the “Test Name” to launch your test.
First read the College Success Privacy policy.



CollegeSuccess

College Success® Student Privacy Policy

College Success® is maintained by the McCann Associates and is designed to provide access to information to individuals and educational institutions for use in making placement decisions. The McCann Associates recognizes the importance of protecting the privacy rights of our users and institutions. College Success is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below.

Our Policy

College Success collects background information and test data from examinees. This information is used by institutions to assist in making placement decisions and by the McCann Associates in conducting research. Any information automatically collected is shared with contractors who assist College Success with programming and technical aspects of hosting and Web site operation. All contractors who work on College Success subscribe to College Success's confidentiality and privacy conditions.

College Success collects personally identifiable information that is provided by the user. This information is used only for the purposes described in the preceding paragraph. Any and all personally identifiable information that is collected is maintained by the McCann Associates in accordance with the *Guidelines on the Uses of McCann Associates Test Scores and Related Data*, the confidentiality policies set forth in printed and online test registration materials, and all applicable laws. By providing such information, the user consents to College Success's Privacy Policy, including the uses of the information described in this policy.

These guidelines have been developed with the recognition that Internet technologies are rapidly evolving. Accordingly, our privacy policy may be subject to future changes to adapt to changing technologies and changes in applicable laws, and to better serve our users. Any changes will be promptly posted on this page.

If you have questions or comments about our privacy policy, please contact us at:

College Success
877-614-6105

Cancel and Exit |

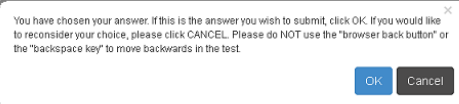
College Success: Student Privacy Policy - Google Chrome

STEP SIX: Read the test directions, and “Start Session.”

Read each question carefully and click the next to your answer choice. If you change your mind simply click on a different answer. You may need to scroll to see all of the answer choices.

Some College Success multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

If your test is adaptive, the popup box shown below will appear. Click OK to finalize your answer choice. Click CANCEL if you want to change your answer. You can change your answer as many times as you wish; however, once you click OK, you cannot go back to the question.



Please do **NOT** use the "browser back button" or the "backspace key" to move backwards in the test. If you do, NONE of your changes will be saved. Please only use the navigation buttons at the bottom of the screen to navigate forward and backward in the test.

Click on the START TEST SESSION button below to begin.

Cancel & Exit

Start Test Session

SUPPORT: Should you require assistance while using College Success, please contact the McCann Help Desk.

Call Direct: 877.614.6105

Call Toll-Free: 866.933.0508

E-mail: collegesuccess@mccanntesting.com

Help Desk Hours of Operation:

Mon: 7:30am to 8:00pm EST

Tue: 7:30am to 11:00pm EST

Wed: 7:30am to 11:00pm EST

Thu: 7:30am to 11:00pm EST

Fri: 7:30am to 5:30pm EST

Sat: 9:00am to 5:00pm EST

Sun: Not Available