ONLINE REGISTRATION SYSTEM (ORS)

Administrator's User Guide

2010

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LISTING OF FIGURES

1.0   Logging on As Administrator

The administrator of the **Online Registration System** (**ORS**) has certain rights and privileges. The assigned Administrator can create new users, edit existing users and set up registration fees. The new administrator will be issued with *a User Id* and a *Password* from the CXC's Administrator.

To access the ORS application, log on to the internet and type www.cxc.org/ors. You will be presented with the screen entitled **Login** as seen in *Figure 1* below.

Figure 1: Login Screen

1. Enter the **User Id.**

2. Enter the **Password.**

3. Select the **Period** for which the registrations are being entered.

4. Click the [Login] button.

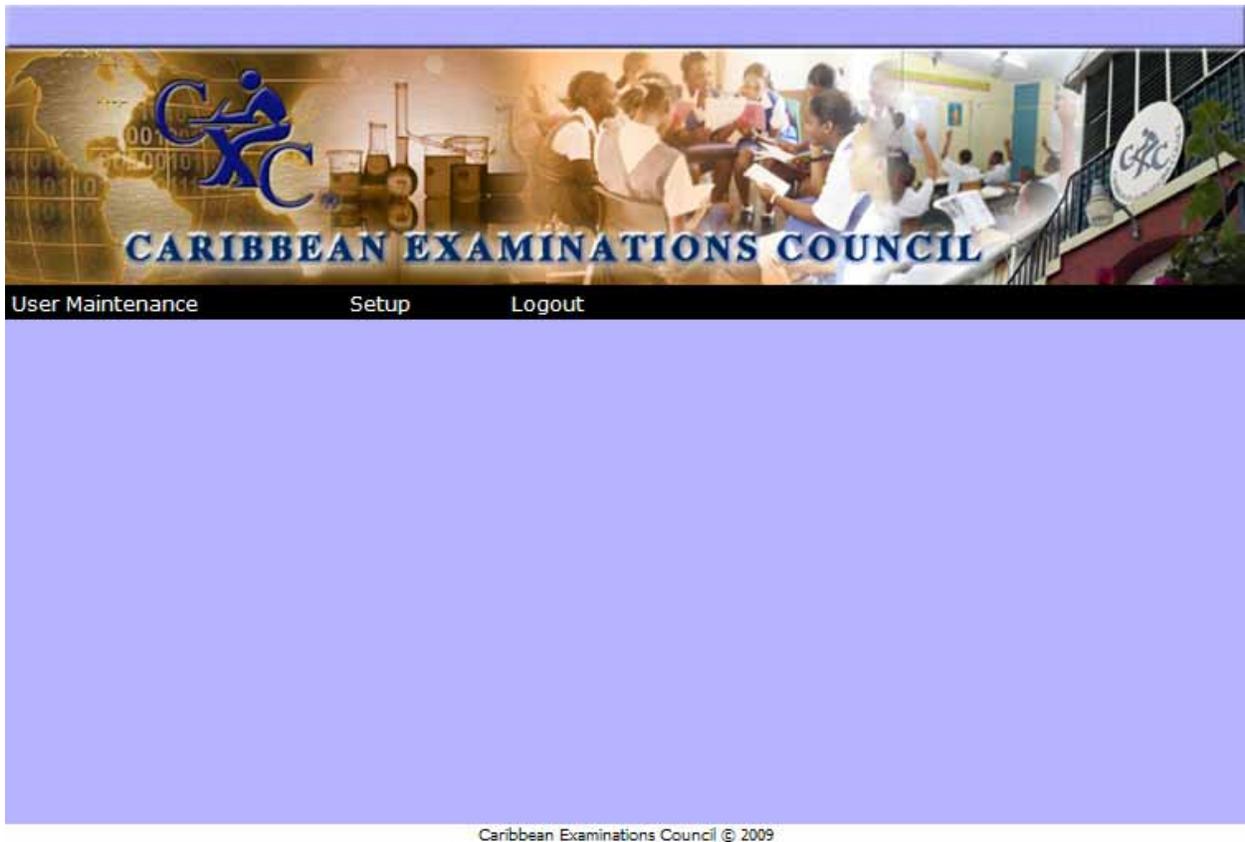After completing the login process, the following **MAIN MENU** window will be shown as seen in *Figure 2* below.

Figure 2: The Main Menu Window

2.0   MAIN MENU

The main menu consist of three options, these are:

> **2.1 User Maintenance:** Provides access to the **Add User** and **Edit User**
>
> **2.2 Setup:**   Select this option to set up Registration Fees
>
> **2.3 Logout:**   Select this option to exit the application.

2.1   User Maintenance

2.1.1 Add User

The **Add User option** is used to create new user(s) and issue password(s) to those persons who will be required to use the application.

Figure 3: Selection of Add User Option

As shown in *Figure 3* above, on selecting the **User Maintenance** Menu you will be presented with two options: **Add User** and **Edit User**.

On selection of the **Add User** Option, the screen displayed in *Figure 4* below is shown.

Figure 4: Add New User Window

1. Enter the user's **First Name.**
2. Enter the user's **Last Name.**
3. Enter the user's **Email** address (if known).
4. Enter the user's **Cell phone** number.
5. Select the [Add User] button.

You will be prompted that the user has been added successfully. Select **OK** as shown in *Figure 5* below.
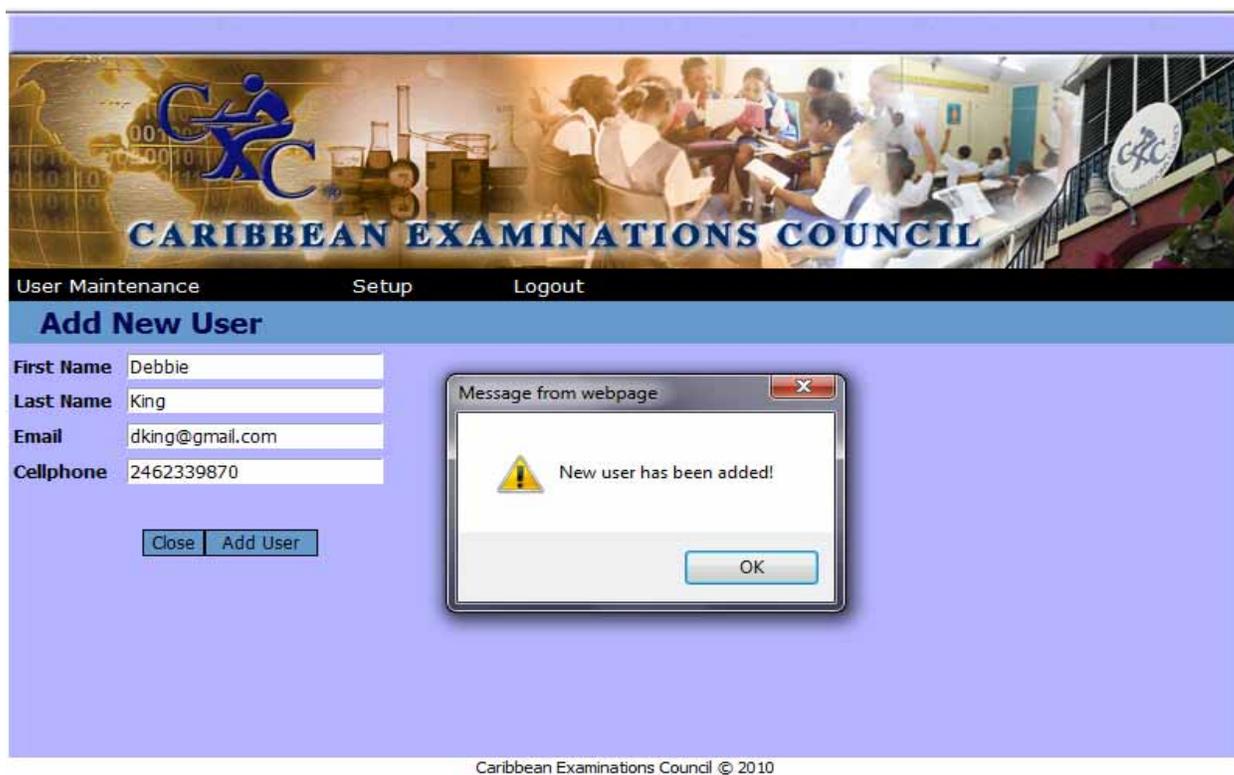
Figure 5: New User Added Successfully

On selecting **OK** a screen is shown populated with a listing of centres as shown in *Figure 6* below.

NB: The listing of centres shown will depend on what has been assigned by the CXC's Administrator.

Figure 6: Selection of Centre Code Window

1. Select the centre that the user will be assigned to by clicking on the check box ☐.

   As seen in **Figure 7** below:

2. Type the **Password** in the password field.
   NB: Passwords should be at least 8 characters in length including 1 upper, 1 lower, 1 digit & 1 special character. Example: JohnDA3$

3. Re-type the password for confirmation.

4. Select the **Group** that the user will be assigned to by clicking on the drop down box.

5. If the user is a **Teacher**, select the check box.

☐	180103	TURKS & CAICOS PRIVATE 180103
☐	180104	TURKS & CAICOS PRIVATE 180104
☐	180105	T C I COMMUNITY COLLEGE
☐	180106	TCI COMMUNITY COLLEGE (PROVID)
☐	180107	MARANATHA HIGH SCHOOL PRIVATE
☐	190000	ST. MAARTEN MINISTRY
☐	190001	ST MAARTEN ACADEMY
☐	190003	ST DOMINIC HIGH SCHOOL
☐	190101	ST MAARTEN PRIVATE

Password

Re-type Password

Group   Additions ▼

Teacher?   ☐

Subject

Save   Close

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Figure 7: Assigning a User to a Group

6. To save the record, select the Save button.

7. Select Close to close the window and return to the main menu.

The following window is shown:

Figure 8: Saving the user details

8. Select **OK** when prompted that user details have been saved.

9. Select [Close] to close the screen.

The following screen is shown with a listing of all users that have been previously created.

Figure 9: Listing of Users

The administrator can search by **User Id**, **Last Name** or **First Name** by typing in the appropriate fields.   Select **Search** by clicking on the button.

*For example: A Search on **Last Name** Timberlake and **First Name** Justin, the following screen will be shown.*
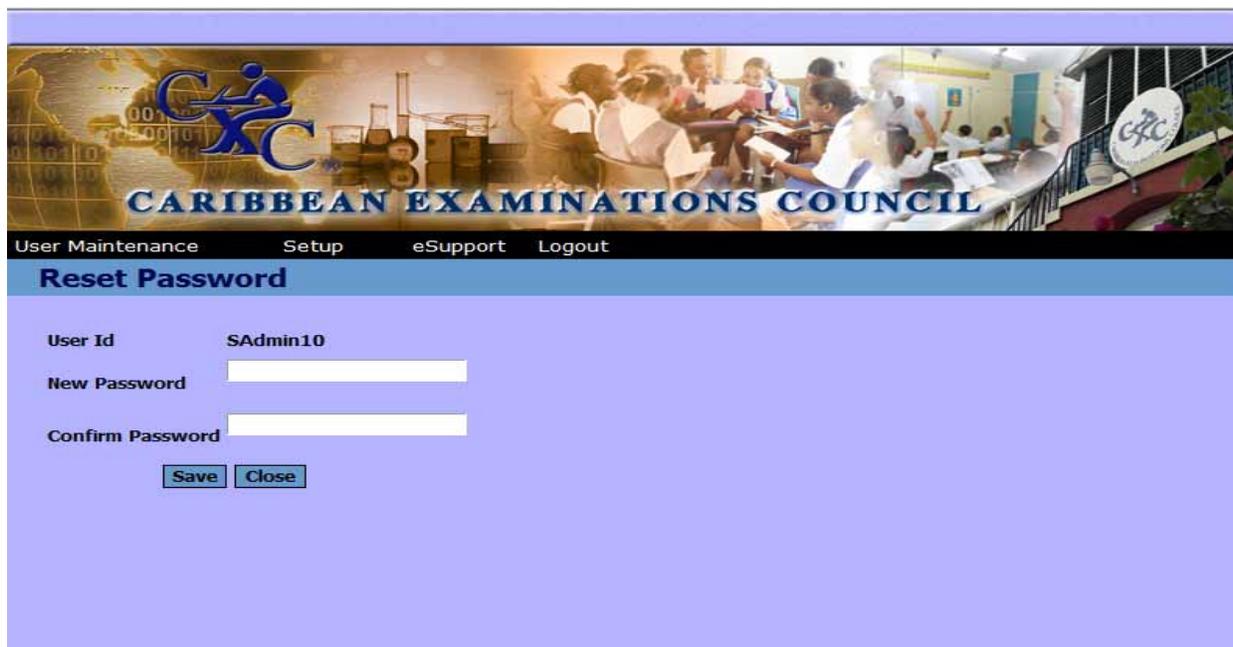

Figure 10: Search for a specific User

The administrator can now edit this profile.

2.1.1.1   Reset Password - Select this option to reset the user's
                                    password.
2.1.1.2   Edit   - Select this option to update the
                                    user's record.
2.1.1.3   Disable/Enable - Select this option to activate or deactivate
                a user's record.
2.1.1.4   Group   - Select this option to assign users to a
                group.
2.1.1.5   Subjects   - Select this option to assign subjects to
                the user account.
2.1.1.6   Close   - Select this option to close the screen.

2.1.1.1 Reset Password

On selection of the **Reset Password** button the following screen is shown:

Figure 11: Reset Password

1. Type a **New Password**.

2. Confirm the Password by re-typing the same password.

3. Select [Close] to return to the main menu.

2.1.1.2   Edit

1. Select the User by clicking the check box .

2. Click the edit button.

The following screen is shown:

Figure 12: Edit a User

3.   The Administrator can change the **First Name**, **Last Name** or select another centre for the User.

4.   Select [Update] button to save.

5.   Select [Close] to close the screen.

2.1.1.3 Disable/Enable User Account

1. Select the User.

2. Select the Disable/Enable button.

3. At the prompt as shown in *Figure 13*, select OK.

Figure 13: Enable/Disable User Account

4. To enable the account restart at number 2.

2.1.1.4 Group

1. On selection of the group button the following screen is shown:

Figure 14: Selecting a User Group

2. Click on the drop down button to select a group from the list.

3. Select [Save] to save the amended group.

4. Select [Close] to close the window.

2.1.1.5   Subjects

1. Select the [Subjects] button. Select Type **All** by clicking on the drop down arrow [All ▼].

Figure 15: Assigning Subjects to a user

2. The window will be populated with a listing of all subjects as shown in *Figure 15* below.

Figure 16: Listing of Subjects to be Assigned

3. Select the subject to be assigned by clicking in the check box ☑

4. Click on the [Save] button at the bottom of the screen.

5. Select Type **Assigned** from the drop down to filter subjects by Assigned and Unassigned.

Figure 17: Selecting Assigned/Unassigned Option

6. Filter the subject by selecting Type **Assigned** or **Unassigned** from the drop down box.

7. Close the window by clicking on the [Close] button to return to the main menu.

2.2 Setup

As shown in *Figure 18*, the user can set up the local registration fees.

Figure 18: Setting up Local Fees

1. Select **Setup**.

2. Select **Local Fees**. The following screen shown is Figure 19 is shown.

3. The user can update the fees according to the category per candidate or per subject by clicking in the corresponding fields.

Figure 19: Amending Local Fees

2.3 Logout

Select **Logout** to close the program

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