



ONLINE REGISTRATION SYSTEM (ORS)

Administrator's User Guide

2010



Table of Contents

1.0	Logging on As Administrator	4
2.1	User Maintenance	6
2.1.1	Add New User	6
2.1.1.1	Reset Password	14
2.1.1.2	Edit	15
2.1.1.3	Disable/Enable User Account	16
2.1.1.4	Group	17
2.1.1.5	Subjects	18
2.2	Setup	21
2.3	Logout.....	22



LISTING OF FIGURES

Figure 1: Login Screen..... 4
Figure 2: The Main Menu Window 5
Figure 3: Selection of Add New User Option..... 6
Figure 4: Add New User Window 7
Figure 5: New User Added Successfully 8
Figure 6: Selection of Centre Code Window 9
Figure 7: Assigning a User to a Group 10
Figure 8: Saving the user details 11
Figure 9: Listing of Users 12
Figure 10: Search for a specific User..... 13
Figure 11: Reset Password..... 14
Figure 12: Edit a User 15
Figure 13: Enable/Disable User Account..... 16
Figure 14: Selecting a User Group..... 17
Figure 15: Assigning Subjects to a user..... 18
Figure 16: Listing of Subjects to be Assigned 19
Figure 17: Selecting Assigned/Unassigned Option 20



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.

Enter User Id

Enter Password

Period

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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 button.

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

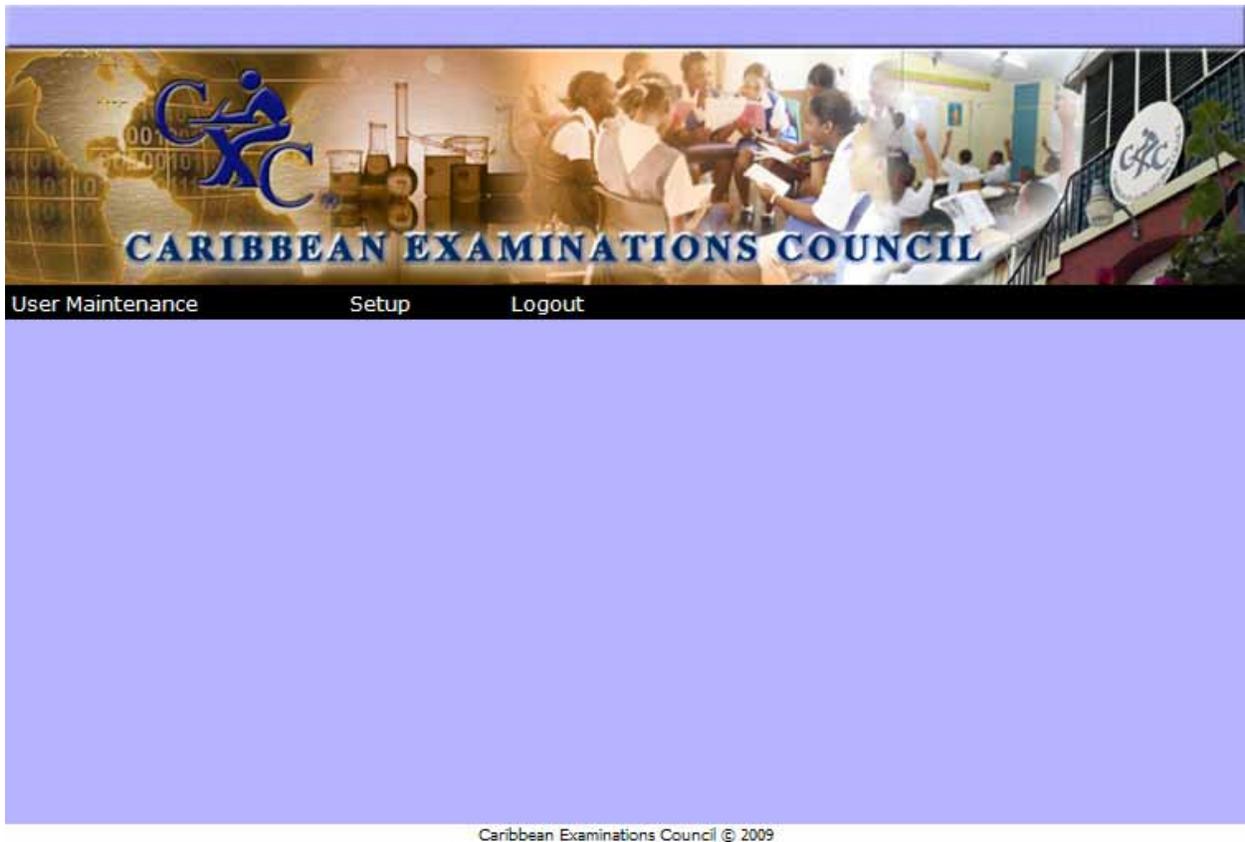


Figure 2: The Main Menu Window

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.



User Maintenance Setup Logout

Add New User

First Name

Last Name

Email

Cellphone

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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 button.

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

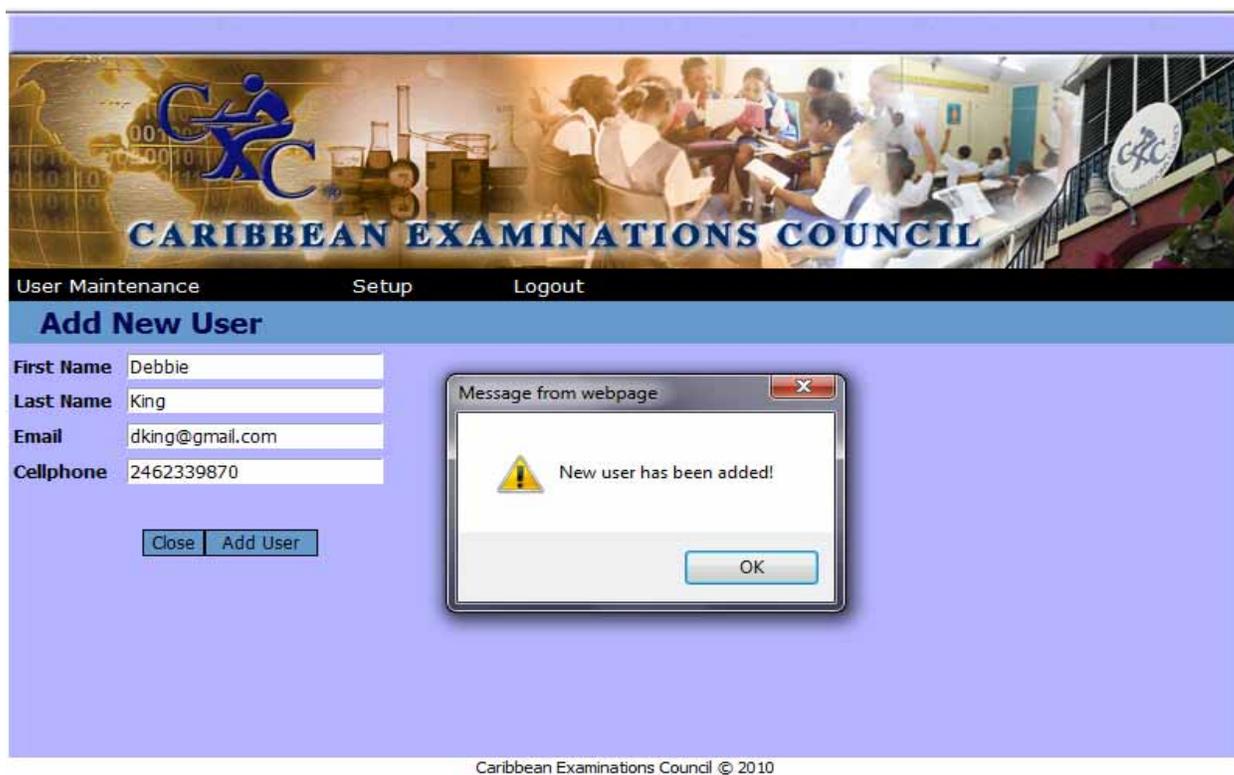


Figure 5: New User Added Successfully

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.



<input type="checkbox"/>	180103	TURKS & CAICOS PRIVATE 180103
<input type="checkbox"/>	180104	TURKS & CAICOS PRIVATE 180104
<input type="checkbox"/>	180105	T C I COMMUNITY COLLEGE
<input type="checkbox"/>	180106	TCI COMMUNITY COLLEGE (PROVID)
<input type="checkbox"/>	180107	MARANATHA HIGH SCHOOL PRIVATE
<input type="checkbox"/>	190000	ST. MAARTEN MINISTRY
<input type="checkbox"/>	190001	ST MAARTEN ACADEMY
<input type="checkbox"/>	190003	ST DOMINIC HIGH SCHOOL
<input type="checkbox"/>	190101	ST MAARTEN PRIVATE

Password

Re-type Password

Group Additions

Teacher?

Subject

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Figure 7: Assigning a User to a Group

6. To save the record, select the button.
7. Select 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.



User Maintenance Setup eSupport Logout

User Maintenance

User Id Last Name First Name Teacher Search

User ID	Last Name	First Name	Teacher?	Enabled?	Select
030001ADMIN	ADMIN	030001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0ADMIN36	ADMIN	030001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AFoster	Foster	Avonda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGooding	Gooding	Andrea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGreaves5	Greaves	Amaida	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BSeale	Seale	Balfour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BWilliams2	Williams	Bettyann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DHope	Hope	Don	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSpringer	Springer	Debra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EBurrowes	Burrowes	Ellsworth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FSpringer	Springer	Fiona	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JTimberlak	Timberlake	Justin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KGreaves	Greaves	Kirk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KJones3	Jones	Kim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBurrowes	Burrowes	McLester	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCatling	Catling	Marcelle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCrichlow2	Crichlow	Marilyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MMarshall3	Marshall	McDonald	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MRock	Rock	Maria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NSmith3	Smith	Natalie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RClarke11	Clarke	Ryan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SAdmin9	Admin	School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPollard	Pollard	Shurla	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TBlake	Blake	Tom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reset Password Edit Disable/Enable Group Subjects Close

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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.

User Id Last Name First Name Teacher Search

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



User Maintenance Setup eSupport Logout

User Maintenance

User Id: Last Name: First Name: Teacher:

User ID	Last Name	First Name	Teacher?	Enabled?	Select
JTimberlak	Timberlake	Justin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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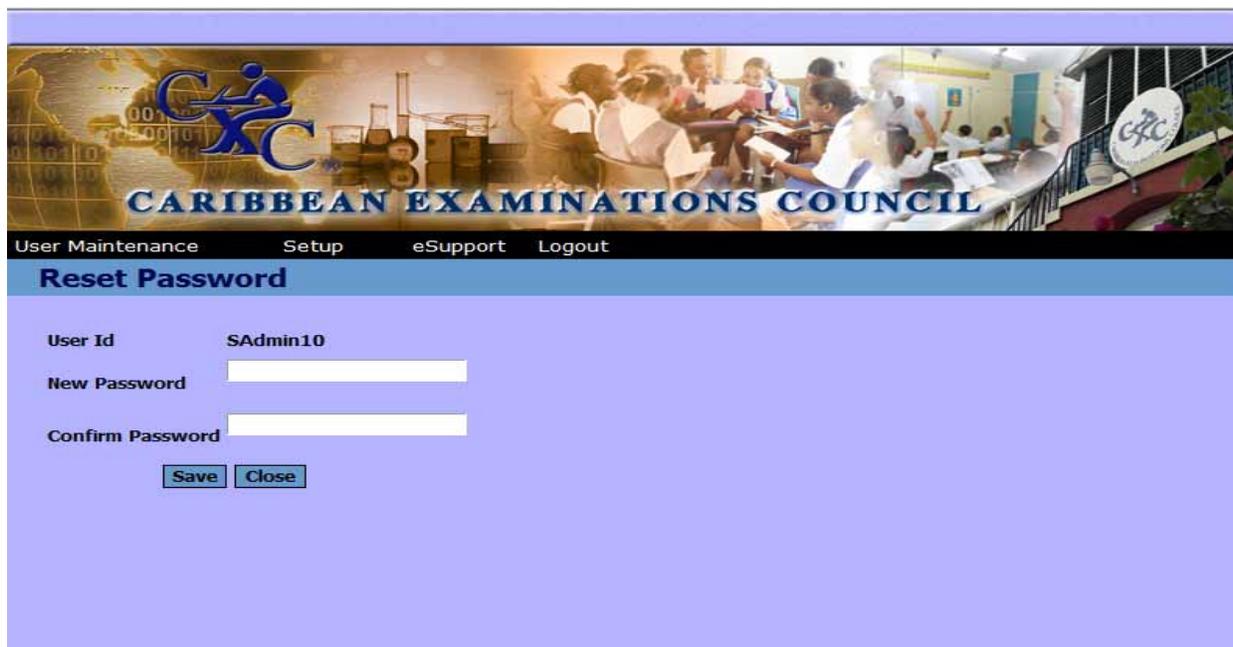
Figure 10: Search for a specific User

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:



The screenshot shows the 'Reset Password' form. At the top, there is a navigation bar with 'User Maintenance', 'Setup', 'eSupport', and 'Logout'. Below this is a header with the CXC logo and the text 'CARIBBEAN EXAMINATIONS COUNCIL'. The form itself has a light blue background and contains the following fields and buttons:

- User Id**: SAdmin10
- New Password**:
- Confirm Password**:
- Save** button
- Close** button

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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:



Select	Centre Code	Centre Name
<input checked="" type="checkbox"/>	030001	ALEXANDRA SECONDARY SCHOOL

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Figure 12: Edit a User

3. The Administrator can change the **First Name**, **Last Name** or select another centre for the User.
4. Select button to save.
5. Select 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:



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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**.



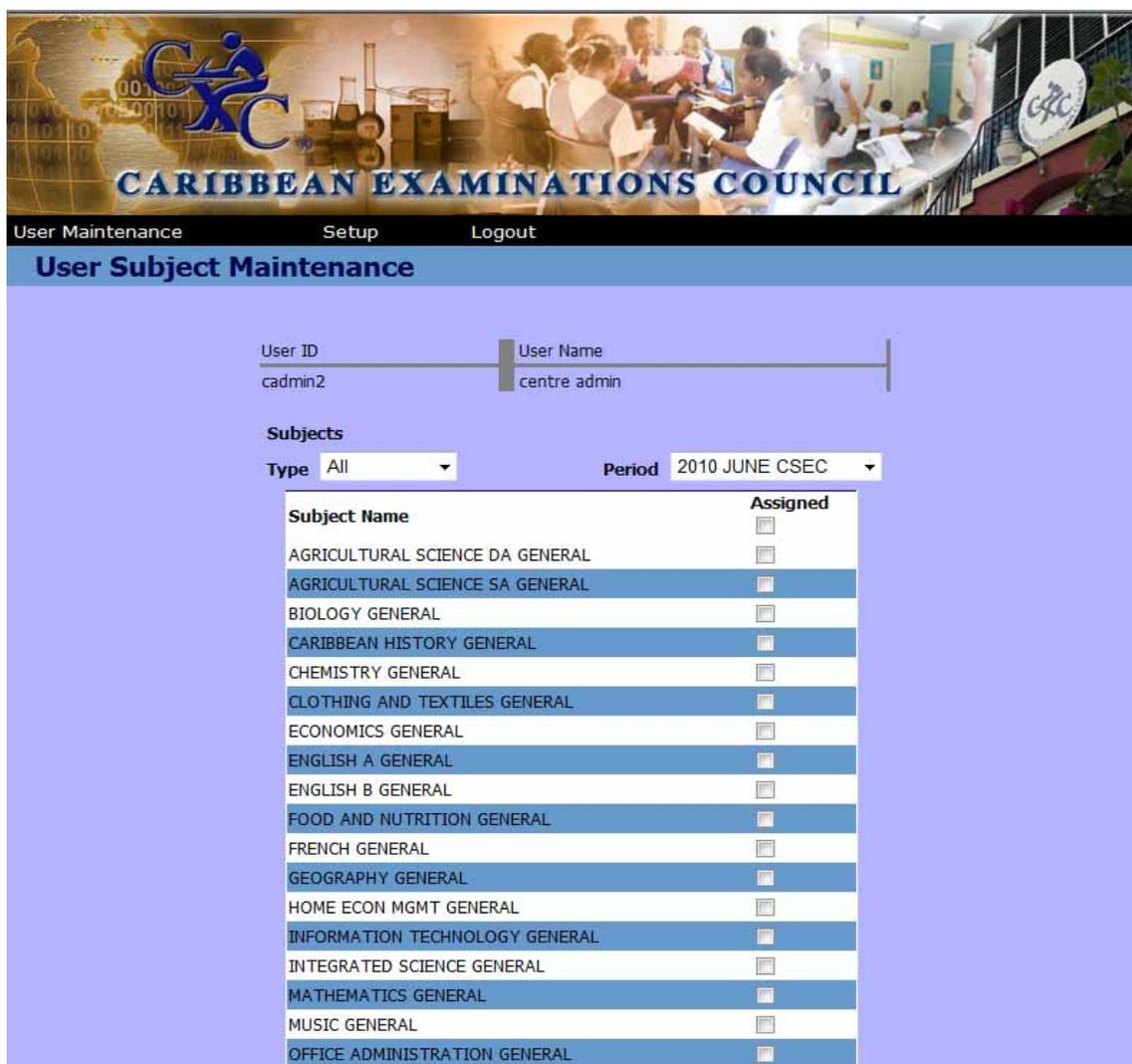
The screenshot displays the 'User Subject Maintenance' interface. At the top, there is a navigation bar with links for 'User Maintenance', 'Setup', 'eSupport', and 'Logout'. Below this, the title 'User Subject Maintenance' is prominently displayed. The main form area contains the following fields and controls:

- User ID:** TBrooks
- User Name:** Tom Brooks
- Subjects:**
 - Type:** Assigned (dropdown menu)
 - Period:** 2011 JUNE CSEC (dropdown menu)
- Buttons:** Save, Close

At the bottom of the page, the text 'Caribbean Examinations Council © 2010' is visible.

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.



User Maintenance Setup Logout

User Subject Maintenance

User ID: admin2 User Name: centre admin

Subjects

Type: All Period: 2010 JUNE CSEC

Subject Name	Assigned
AGRICULTURAL SCIENCE DA GENERAL	<input type="checkbox"/>
AGRICULTURAL SCIENCE SA GENERAL	<input checked="" type="checkbox"/>
BIOLOGY GENERAL	<input type="checkbox"/>
CARIBBEAN HISTORY GENERAL	<input type="checkbox"/>
CHEMISTRY GENERAL	<input type="checkbox"/>
CLOTHING AND TEXTILES GENERAL	<input type="checkbox"/>
ECONOMICS GENERAL	<input type="checkbox"/>
ENGLISH A GENERAL	<input type="checkbox"/>
ENGLISH B GENERAL	<input type="checkbox"/>
FOOD AND NUTRITION GENERAL	<input type="checkbox"/>
FRENCH GENERAL	<input type="checkbox"/>
GEOGRAPHY GENERAL	<input type="checkbox"/>
HOME ECON MGMT GENERAL	<input type="checkbox"/>
INFORMATION TECHNOLOGY GENERAL	<input type="checkbox"/>
INTEGRATED SCIENCE GENERAL	<input type="checkbox"/>
MATHEMATICS GENERAL	<input type="checkbox"/>
MUSIC GENERAL	<input type="checkbox"/>
OFFICE ADMINISTRATION GENERAL	<input type="checkbox"/>

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 button at the bottom of the screen.
5. Select Type **Assigned** from the drop down to filter subjects by Assigned and Unassigned.



User ID: JMoore3 User Name: John Moore

Subjects

Type: Assigned Period: 2011 JUNE CSEC

Sub	Assigned
All	<input type="checkbox"/>
AGRICULTURE DA GENERAL	<input checked="" type="checkbox"/>
AGRICULTURE SA GENERAL	<input checked="" type="checkbox"/>
BIOLOGY GENERAL	<input checked="" type="checkbox"/>
CARIBBEAN HISTORY GENERAL	<input checked="" type="checkbox"/>
CHEMISTRY GENERAL	<input checked="" type="checkbox"/>

Save Close

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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 in 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.



Categories	Local Fees	Fees Type
Entry	40.00	Per Candidate
Subject	30.00	Per Candidate
Late	10.00	Per Subject
Very Late	20.00	Per Subject
Personal Amendment	20.00	Per Candidate
Very Late Personal Amendment	20.00	Per Candidate
Subject Amendment	5.00	Per Candidate
Very Late Subject Amendment	20.00	Per Candidate
Local/Admin	5.00	Per Candidate
Orals	5.00	Per Subject
SBA	20.00	Per Candidate
Practicals	5.00	Per Candidate

Save Close

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Figure 19: Amending Local Fees

2.3 Logout

Select **Logout** to close the program

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