

## **Script for ACBIS Group Administration Demo Video**

### **(ACBIS homepage is open)**

Hello, my name is Jessica Kerney. I am the ACBIS Coordinator for the Brain Injury Association of America.

The purpose of this demonstration video is to introduce ACBIS Group Administrators and Proctors to our new, fully electronic application, testing and certification process. Please feel free to pause and replay portions of this video as needed.

Let's begin by taking a look at the ACBIS website, specifically the Group Administration section.

### **(Click on "Administrators" tab)**

As you can see, this section of the website provides basic information on CBIS and CBIST eligibility requirements, fee structures and links to the BIAA bookstore for Essential Brain Injury Guide purchases. If you are new to the role of Group Administrator, please take time to familiarize yourself with this information.

### **(Slowly scroll to bottom of page)**

At the bottom of this page, instructions are provided for the process.

As you can see on this page, all new ACBIS forms do require Internet Explorer 7 or higher, Google Chrome or Mozilla Firefox to open. We have also found that some organizations' firewall settings prevent the opening of these forms. You may want to check with your IT department if you are experiencing difficulty.

A short video giving general instructions regarding the navigation of these forms is also provided for your convenience. <http://www.formatta.com/ifiller/tutorial/>

Let's start.

The first step will be for a Group Administrator and/or Proctor to complete the Group Administrator/Proctor Account Setup Application.

### **(Open Group Administrator/Proctor Account Setup Application link)**

This form will need to be completed by each person within your organization who serves in either or both of these roles. However, it only needs to be completed once by each person as these will serve as permanent Group Administrator/Proctor credentials.

### **(Fill out application)**

At the end of this form, please choose a User ID and Password and click "Submit".

You will receive a confirmation email that lets you know the form was submitted successfully.

**(See Slide 1)**

This application does require approval by ACBIS staff. After the application has been approved, you will receive another email that reminds you of your credentials and also provides a link that is specifically meant for Group Administrators.

**(See Slide 2)**

We will visit this link later in this demonstration.

**(Go back to Group Administration section of ACBIS website)**

Next, you will want to direct each applicant to complete and submit the User Account Setup Form.

**(Open User Account Setup Form link)**

We do recognize that some Group Administrators prefer to maintain total control over the application process. In these cases, it is permissible for the Group Administrator to complete this form.

**(Fill out form)**

Please remember that the email address provided on this form will be the primary contact for all ACBIS application communication.

At the end of this form, please choose a User ID and Password and click "Submit".

A confirmation email will be sent to the address listed reminding the applicant of his User ID, Password and Registration number.

Here is an example email.

**(See Slide 3)**

If the applicants are responsible for completing the User Account Setup, you will need to collect the Registration Number from them. You will need those numbers for the next step in the process.

**(Go back to Group Administration section of ACBIS website)**

Next, we will open the Group Registration Form. This form ties individual applicants to a group.

**(Open Group Registration Form Link)**

Begin by clicking the "Retrieve your Info" button. You will need your Group Administrator account credentials to begin. You can find this information in the email that was sent to you when your Account Setup was approved. **(Show Pic2)**

**(Enter Account Credentials)**

As you can see, your information is automatically populated. Next, click “Get Group ID”. A Group ID is automatically assigned. Here **(pointing to application options)** you can select whether you want the CBIS application to be sent to the applicants or to you, the Group Administrator. This option is provided for Group Administrators who prefer to collect paper copies of applications and then enter the applicant’s information into our electronic system themselves. For the purpose of this demonstration, we will be sending the applications to the individual applicants.

Next, enter the registration number for the first applicant in your group and click “Populate”. This number was provided in the confirmation email that was sent after completion of the User Account Setup Form.

Again, here is an example of that email.

**(See Slide 3)**

You will continue to enter registration numbers for each person in your group.

Please note that there are 3 pages to this form. **(Scroll to last page of form)**

At the end, please click “Sign/Submit” and then use your Group Administrator Credentials to sign the form.

You will receive a confirmation email stating that the form was submitted successfully.

**(See Slide 4)**

Since we chose to send the application to the individual applicant for completion, the next email will be sent to each person on the Group Registration Form.

**(Show Flagged Gmail Email)**

The applicant is responsible for completing the application through the link provided in this email.

Let’s take a look at the ACBIS Website. We are now on Step 3 of the instructions provided.

**(Go back to Group Administration section of ACBIS website)**

This section of the website provides information on what the applicant will need prior to completing and submitting the application.

Now, let’s go back to the application link that was provided in our last email.

**(Open the application)**

The applicant will begin by clicking “Retrieve your info” button.

The applicant will use the User ID and password that was created with the User Account Setup Form to open the application.

### **(Enter info)**

As you can see, the applicant's information is populated. You can also see here **(pointing to upper right hand corner)** that the Group ID number also shows.

The applicant would continue to complete the application.

### **(Continue to Supervisor's email address)**

It is very important that the information provided in the "Supervisor's email" field is correct. This is the email that we will use to electronically send the Employment Verification Form.

### **(Continue to resume section)**

Here **(pointing to resume attachment button)** is where the applicant will attach an electronic copy of his resume to the application. Click "Click to Attach Resume/CV" button, click "Choose File", locate the electronic copy of your resume on the computer, click "Open", Click "Add", then "Close". You will know that the resume has been attached successfully when the file name shows up in the white space of the attachment box.

### **(Continue to payment section)**

This form will require documentation of payment before it can be submitted. Let's say that this applicant's organization is paying for his certification fee. In this case, the Group Administrator would need to provide the applicant with either the check number or BIAA Bookstore Order ID# that is covering his fee.

Here **(pointing to bottom of application, about the signature line)**, you can see that there is a verification of information and ethics policy. Since on the Group Registration Form we chose to send the application to the applicant, we will select the choice that this application is being completed by the applicant. However, if we had selected the option for the applications to be sent to the Administrator on the Group Registration form, we would select this **(Signature of Administrator)** option.

Lastly, the applicant will sign and submit the application with the credentials created with the User Account Setup Form. Which, again, you will find in the User Account Setup Confirmation email.

### **(See Slide 3)**

Upon successful submission, a confirmation email will be sent to both the applicant and the Group Administrator providing notification that the application was received successfully.

### **(See Slide 6)**

The application is now sent to the ACBIS Staff for approval and processing. Before an application is approved, time is spent to review the application to verify eligibility, review the attached resume, verify payment and email the Employment Verification to the supervisor. Once all required forms and payment

are verified, ACBIS will approve the application and the applicant and Group Administrator will receive this email.

**(See Slide 7)**

We are now at Step 4 of the instructions provided on the ACBIS Website. The applicants in your group are ready to test.

**(Go back to Group Administration section of ACBIS website)**

This is the point where we will go back to the link that was provided to you in your approval email as a Group Administrator/Proctor.

**(See Slide 2)**

**(Open Group Administrator/Proctor specific webpage)**

Remember that this webpage is only accessible from the Group Administrator/Proctor approval email. It is hidden on the ACBIS webpage and is not available to the general public.

You can see that there is helpful information provided.

It is very important that each applicant has received a confirmation email stating that his ACBIS application has been approved.

We are now ready to begin the testing process for the applicants in our group.

Prior to the exam, an Exam Generation Card must be created by the GA. The link is found here **(pointing to link listed under Step 4)**.

**(Open Exam Generation Card link)**

We will begin by clicking "Populate Proctor Info". You will then enter your Group Administrator Account Credentials.

You can see that your information is populated.

Next, enter the registration number for the first applicant. You can see that the applicant's information is populated.

Next, you will need to enter two different preferred times for examination scheduling. One of these times will be approved by ACBIS staff. Please remember that the maximum time an applicant has to complete the examination is 2 hours. Please enter the time range in two hour intervals.

As a side note, if you have prior knowledge of your group's examination date and would like to reserve that in advance of the application process, you are welcome to email ACBIS to do so. However, completion of this form would still be required in order for applicants to gain access to the examination on the test day.

Finally, please choose an exam version for the applicant. There are 15 versions of the examination. You will be responsible for randomly picking a version. If you are administering for a large group, we ask that you assign these numbers sequentially. If there are more than 15 people in your group, once you reach 15, start again at 1. Please ensure that if exam numbers are shared, those who are sharing do not sit close to one another.

After an exam number is chosen, please click "Submit". You can see that the password field is left blank. You do not need to try and enter information in this field.

The form is now sent to ACBIS staff for approval.

Once approved, the GA/Proctor will receive this email:

**(Show Flagged Yahoo email)**

You can now open the link to view the approved Exam Generation Card.

As you can see, a password is now listed in the Password Box that was blank before you submitted the form. We will revisit the purpose of this password in a few moments.

**(Open Group Administrator/Proctor specific webpage)**

After you have received an approval email for all Exam Generation cards you submitted, your applicants are ready to test. Here **(pointing to link listed under Step 5)** is where the Examinations are found.

**(Click link)**

This page will need to be open on each computer that an applicant is testing on.

Enter the exam number in this space and click "Get Exams".

The exam is comprised of 12 different sections. It is very important that the sections are completed sequentially. If they are completed out of order, the applicant will be unable to access any previous unopened sections.

**(Click Section 1)**

To begin, the applicant will need to enter the credentials that were provided at the bottom of the Exam Generation Card.

**(See Slide 9)**

This is where this **(pointing to password listed at the bottom of the Exam Generation Card)** password will come into use. After the credentials are entered, click "Submit".

After you click "Submit", this is what you will see.

**(See Slide 11)**

To begin the examinations, the applicant will need to enter his registration number and click “Autofill”.

After you click “Autofill”, this is what you will see.

**(See Slide 12)**

As you can see the applicants information is automatically populated.

The applicant will continue to answer the questions in the first section.

**(See Slide 13)**

This is what the bottom of each section looks like. After completing each section, the applicant will sign with his original User ID and password. (These credentials were created with the User Account Setup application.)

**(See Slide 14)**

The applicant will then navigate back to the Exam Section Page and proceed to complete each section. The manner in which we opened and signed for the first section will apply to all sections.

Upon completion of all sections, an email will be immediately sent to both the Group Administrator and the applicant notifying them of the applicants test score.

If the applicant achieves a passing score, a certificate will also be emailed.

**(Open Group Administrator/Proctor specific webpage)**

Those who do not pass are permitted to take the examination once more. Here **(pointing to instructions under the heading “Information for ACBIS Exam Retakes”)** we find the instructions for retakes. You, the Group Administrator will need to resubmit an Exam Generation Card for the applicants that did not pass. Remember that applications are good for one year from the application date, so a failing applicant will need to re sit for the examination before that time.

This concludes our demonstration of the new ACBIS Group Administrator Process, thank you for watching.