LISTING OF FIGURES

Figure 1: Login Screen ........................................................................................................................................4
Figure 2: The Main Menu.......................................................................................................................................5
Figure 3: Selection of Add User Option ..................................................................................................................6
Figure 4: Add New User.........................................................................................................................................7
Figure 5: New User Added Successfully ...............................................................................................................7
Figure 6: Selection of Centre Code .......................................................................................................................8
Figure 7: Assigning a User to a Group ..................................................................................................................9
Figure 8: Saving the User Details .......................................................................................................................10
Figure 9: Edit A User........................................................................................................................................10
Figure 10: Search Engine .....................................................................................................................................10
Figure 11: Search for a Specific User ...................................................................................................................11
Figure 12: Reset Password ..................................................................................................................................12
Figure 13: Enable/Disable User Account .............................................................................................................13
Figure 14: Selecting a User Group .....................................................................................................................13
LOGIN

1. The login details (User Id and Password) would normally be created by the Ministry (Local Registrar office) or by CXC® and assigned to the Centre Administrator.

2. The Centre Administrator has certain rights and privileges. The Administrator can create new Users, edit existing Users and set up registration fees (this functionality is not used in the RENR application).

3. To access the application, log on to the Internet and input https://ors.cxc.org.

4. The Login screen at Figure 1 below will be presented.

![Login Screen]

Figure 1: Login

5. The Administrator should:
   i. Enter the User Id.
   ii. Enter the assigned Password.
   iii. Select one of the appropriate sittings from the Period dropdown arrow.
   iv. Click the Login button to access the application.

6. After completing the login process, the MAIN MENU screen will be shown as in Figure 2 below.
Figure 2: Main Menu

MAIN MENU OPTIONS

7. The Main Menu screen consists of four options:

i. User Maintenance: allows Administrator to Add User or Edit User
ii. Setup: Not used in the RENR application.
iii. Change Password: allows Administrator to change his/her own login details.
iv. Logout: this exits the application.
USER MAINTENANCE

8. As shown in Figure 3 below, when the User Maintenance option is selected, two sub-options are presented: Add User and Edit User.

![Figure 3: Selection of Add User](image)

Add User

9. The Add User option is used to create new Users and issue User Ids and Passwords to persons who will be required to use the application.

10. On the selection of the Add User option, the screen at Figure 4 below is shown.
11. To add a User, the Administrator should:

   i. Enter the User’s **First Name**
   ii. Enter the User’s **Last Name**
   iii. Enter the User’s **Email** address (if known)
   iv. Enter the User’s **Cell phone** number (if known). The cell phone number should include the three-digit area code. A space should not be keyed between the area code and the cell number
   v. Select the **Add User** button.

12. A prompt will appear that the User has been added successfully. Select **OK** at the prompt as shown in **Figure 5** below.

![Figure 5: New User Added Successfully](image)

13. On selecting **OK**, a screen populated with the centre(s) assigned to the Administrator is presented as in **Figure 6** below.
14. Select the centre that the User will be assigned by clicking on the **Select** checkbox.

15. The Administrator should note carefully the **User Id** name (in this case, DKing9) created in the top left hand corner of the screen. This is the User Id that will be assigned to the new User for login purposes.

16. To complete the creation of a new User, the Administrator should:

   i. Key the **Password** in the password field. The Password **MUST** be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3$. Here the $ represents the special character. Other special characters include ! @ # % & ( +. **The asterisk (*) should not be used as a special character.**

   ii. Re-key the Password for confirmation.

   iii. Select the **Group** that the User will be assigned to by clicking on the dropdown box – see **Figure 7**.
17. The relevant Groups in the RENR are given in the table below.

<table>
<thead>
<tr>
<th>Group</th>
<th>Permissions</th>
</tr>
</thead>
</table>
| Super User | • registers candidates  
            | • edits candidates’ records  
            | • forwards data files to Ministry |
| Addition | • adds candidates only                           |
| Edit    | • edits candidates’ records only                |
| Viewer  | • views candidates’ records only                |
| Admin   | • adds, edits and deletes Users  
            | • assigns User Ids and passwords |

18. Select the **Save** button at *Figure 7* to save the User’s details. The prompt at *Figure 8* appears.
19. Select Close to exit the window and return to the Main Menu.

Edit User

20. The Edit User option is used to change the status of Users assigned to the centre. To edit a User, select the User Maintenance option on the Main Menu screen then select the sub-option, Edit User. A screen similar to Figure 9 will appear.

21. The Administrator must first search for the User by using the User Id field, Last Name field, First Name field or a combination of Last Name and First Name fields. Click on the Search tab - see Figure 10.
22. Once the User has been located, the Select checkbox must be checked before any edits can take place – see Figure 11.

23. The Administrator can now edit the User’s profile.
   
i. **Reset Password** - select this option to reset the User’s password.
   
   ii. **Edit** - select this option to update the User’s record.
   
   iii. **Disable/Enable** - select this option to activate or deactivate a User’s account.
   
   iv. **Group** - select this option to assign Users to a group.
   
   v. **Subjects** – this functionality is not used in the RENR application.
   
   vi. **Close** - select this option to close the screen.
Reset Password

24. On the selection of the **Reset Password** button, the screen at *Figure 11* is presented:

![Figure 10: Reset Password](image)

25. The Administrator should:
   
i. Key a **New Password**.
   
   ii. Confirm the Password by re-keying the same password.
   
   iii. Select **Save** to save the amended password.
   
   iv. Select **Close** to return to the Main Menu.

Disable/Enable User Account

26. To disable or enable a User’s account, the Administrator should:
   
i. Select the User.
   
   ii. Select the **Disable/Enable** button.
   
   iii. At the prompt as shown in *Figure 12*, select OK.
Group

27. On the selection of the button, the screen in Figure 13 is shown:

Figure 12: Selecting a User Group

28. The Administrator should:

   i. Click on the drop down button to select a Group from the list.
ii. Select **Save** to save the amended group.

iii. Select **Close** to close the window.

**Assign Subjects**

29. This functionality is not used in the RENR.

**Logout**

30. Select **Logout** to close the application.