CPEA®

ONLINE REGISTRATION SYSTEM
Manual for Centre Admin

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**LISTING OF FIGURES**
LOGIN AS ADMINISTRATOR

The administrator of the CPEA Online Registration System 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 Local Registrar within the territory.

To access the application, log on to the internet and type https://ors.cxc.org:8491/. You will be presented with the Login screen as shown in Figure 1 below.

1. Enter the User Id.
2. Enter the assigned Password.
3. Select the Period for which the registrations are being entered.
4. Click the Login button to logon to the application.
5. At any time if there is a need to change your password, select Change Password button.
After completing the login process, the **MAIN MENU** window is shown in *Figure 2* below.

**Figure 2: The Main Menu Window**

**MAIN MENU OPTIONS**

The main menu consists of two options:

**User Maintenance**: provides access to the **Add User** and **Edit User** options.

**Logout**: this option exits the application.
USER MAINTENANCE

Add User

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

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

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.
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 (if known). The cell phone number should include the area code.
5. Select the Add User button.

You will be prompted that the user has been added successfully. Select OK at the prompt as shown in Figure 5 below.
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 Ministry’s Administrator to the Centre Administrator.**
1. Select the centre that the user will be assigned by clicking on the check box.

As shown in Figure 7 below:

2. Type 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 * should not be used as a special character.

3. Re-type the password for confirmation.

4. Select the **Group** that the user will be assigned to by clicking on the dropdown box. The Groups are given in the table below.

| Super User | • registers and amends candidates  
|           | • enters SBA data  
|           | • forwards data files to Ministry |
| Additions | • adds candidates only |
| Teacher   | • enters SBA data only |
| Admin     | • adds, edits and deletes users  
|           | • assigns passwords  
|           | • assigns teachers to subjects |

5. If the user is a Teacher, the **Teacher?** checkbox **must be** checked.

![Figure 7: Assigning a User to a Group](image-url)
6. To save the record, select the **Save** button.

7. Select **Close** to exit the window and return to the Main Menu.

The following window is shown:

![Figure 8: Saving the user details](image)

8. Note the User Id or username (in this case AYoung3).

9. Select **OK** when prompted to save the user details.

10. Select **Close** to exit the screen.

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

1. Select the User by clicking the check box ☑️ in the Select column.

2. Click the edit button.

The screen in Figure 10 is shown:
3. The Administrator can change the **First Name**, **Last Name** or select another centre for the User.

4. Select **Update** button to save the changes.

5. Select **Close** to close the screen.

### Searching for a User

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


For example: **Results on a Search on Last Name Timberlake and First Name Justin** is shown in **Figure 11** below.
The administrator can now edit this profile.

**Reset Password** - select this option to reset/change the user’s password.

**Edit** - select this option to update the user’s record.

**Disable/Enable** - select this option to activate or deactivate a user’s record. When users are locked out the system, the Enable tab must be selected.

**Group** - select this option to assign users to a group such as Superuser, Addition or Teacher.

**Subjects** - select this option to assign the teachers to the CPEA programme. It must be done for all Teachers preparing candidates for the programme. This process must be repeated each year at the start of the registration cycle.

**Close** - select this option to close the screen.
Reset Password

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

![Image of Reset Password screen]

**Figure 12: Reset Password**

1. Type a **New Password**.
2. Confirm the Password by re-typing the same password.
3. Select **Save** to save the amended password.
4. Select **Close** to return to the main menu.

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.
4. To enable the account restart at number 2 above.
Group

On selection of the **Group** button the screen in *Figure 14* is shown:
Figure 14: Selecting a User Group

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

2. Select to save the amended group.

3. Select to close the window.

Assign Subjects to Teachers

Subjects must be assigned to all Teachers who are presenting candidates to the examination. This means that user accounts must be created for ALL Teachers presenting candidates for the examination. The Admin assigns subjects by selecting the Subjects tab at Figure 14.
Figure 15: Assigning Subjects to Teachers

The screen at Figure 15 will appear. In the **Type** dropdown box, select **All**, then check the **Assigned** checkbox. Select **Save** and then select **Close** to exit the screen.

**LOGOUT**

Select **Logout** to close the application and return to the login screen.