ONLINE REGISTRATION SYSTEM (ORS)
Manual for the Administrator: Centre and Ministry

CCSLC®  CSEC®  CAPE®

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ADMINISTRATOR LOGIN

1. The Administrator of the Online Registration System (ORS) at the Centre/Ministry has the authority to create new Users, edit existing Users and set up registration fees. The Administrator will be issued with a **User Id** and a **Password** from the Local Registrar or CXC®.

2. To access the ORS application, log on to the Internet and type https://ors.cxc.org/. You will be presented with the screen shown in *Figure 1* below.

![Login Screen](image)

*Figure 1: Login Screen*

3. Enter the **User Id**, **Password** and **Period**, then click the **Login** button.

4. After completing the login process, the User will be presented with the **MAIN MENU** window at *Figure 2* below.
Figure 2: The Main Menu Options

MAIN MENU OPTIONS

5. The main menu consist of four options, these are:

   User Maintenance: allow User to Add User and Edit User

   Setup: sets up Local Fee Maintenance

   Change Password: allows User to change password

   Logout: exits the application

USER MAINTENANCE OPTION

Add User

6. The Add User option is used to create new Users who will use the ORS application.

7. The Administrator may assign Users to different levels of responsibilities by the type of Group they are placed. The table below shows the menu and sub-menu options that Users belonging to various groups can interface with the system.
<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Menu Sub-Option</th>
<th>Additions</th>
<th>Edits</th>
<th>View</th>
<th>Teacher</th>
<th>Super User</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Register Candidate</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
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<tr>
<td>Registration</td>
<td>Edit Candidate’s Data</td>
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<td>Yes</td>
<td>--</td>
<td>--</td>
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<tr>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>--</td>
<td>--</td>
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<td>Yes</td>
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<td>--</td>
<td>--</td>
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<td>Yes</td>
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<td>--</td>
<td>--</td>
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<td>--</td>
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<tr>
<td>Import/Export</td>
<td>Import SBA Data</td>
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<td>--</td>
<td>--</td>
<td>--</td>
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<tr>
<td>Import/Export</td>
<td>Forward SBA</td>
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<td>--</td>
<td>--</td>
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<td>Import/Export</td>
<td>Export Database Fields</td>
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<td>--</td>
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<tr>
<td>Import/Export</td>
<td>Forward Queries/Reviews</td>
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<td>--</td>
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<td>Teacher Assignment</td>
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<td>Yes</td>
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<td>SBA</td>
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<td>--</td>
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<td>Reports</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Query/Review</td>
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<td>--</td>
<td>--</td>
<td>--</td>
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<td>Yes</td>
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<tr>
<td>Change Password</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Logout</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 3**

8. A User may be assigned into one of the following Groups:

i. **Additions** - Add candidates and SBA/Practical Data Capture;

ii. **Edits** - Edit candidates’ records and SBA/Practical Data Capture;

iii. **View** - View candidates’ records;

iv. **Teacher** - Batch entry, Teacher Assignment for SBA, SBA/Practical Data Capture and key Queries/Reviews. **ALL teachers presenting candidates for examinations must have login credentials** created in the ORS as Teacher or Superuser. This is necessary to assign candidates to teachers for each subject;
v. **Super User** - Interface within all the areas of the ORS except to Add Users and set-up the Local Fee Maintenance Table.

vi. **Administrator** – Add Users, edit Users’ account and set-up the Local Fee Maintenance Table.

9. The number of centres a Centre Administrator may interface with (have responsibility for) will depend on the number of centres that was assigned to the Administrator by the Ministry.

10. The **User Maintenance** Menu, when selected, will present two options: **Add User** and **Edit User**.

11. On selection of the **Add User** option, the screen in **Figure 4** below will be shown.

![Figure 4: Add New User](image)

12. To add a User, the Administrator must:

   i. Enter the User’s **First Name**.
   ii. Enter the User’s **Last Name**.
   iii. Enter the User’s **Email** address (if available).
   iv. Enter the User’s **Cell phone** number (if available).
   v. Select the **Add User** button.

13. A prompt will indicate that the User has been added successfully. Select **OK** as shown in **Figure 5** below.
14. On selecting **OK**, the screen at **Figure 6** is presented. Once **OK** is selected, the **User ID** is created – in this case it is DKing7. The User ID is required to log into the ORS.

15. Complete the process of adding the User by:

   i. Clicking on the **Select** checkbox in the Centre field – this will determine the centre(s) with which the User will interface.

   ii. Create a password for the User and key it in the **Password** field. The Administrator may create a standard (the same) password for all Users. When
the User logs into the ORS for the first time, the User would be required to change the password created by the Administrator.

NB: Passwords 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 !, @, #, %, &, {, and +. The asterisk (*) should not be used as a special character.

iii. Enter the same password in the Re-type Password field.

iv. Select the Group that the User will be assigned by clicking on the dropdown box. The choices in the Group are Additions, Edits, View, Teacher, Super User and Admin. If the User is a Teacher, the Teacher checkbox should be checked. Accounts must be created for ALL Teachers who present students for examinations. If the Teachers are not required to interface with the ORS, they need not be issued with the logins created for them but the accounts are necessary to facilitate the candidate to teacher assignment. These Teachers could be created in the View group but the Teacher box must be checked and subjects must be assigned.

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

vi. Select OK when prompted that User details have been saved.

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

16. Figure 7 shows a listing of all Users that have been created in the system.
17. To find a particular User, the Administrator can search by User Id or by Last Name and First Name. Select Search by clicking on the button – see Figure 8.

18. For example: a search on Last Name King and First Name Debbie brings up the results shown in Figure 9.

19. Once the Select checkbox has been checked, the Administrator can now make changes to the User’s profile:

   i. Reset Password - resets the User’s password.

   ii. Edit - updates the User’s record.

   iii. Delete – removes the User from the ORS.

   iv. Disable/Enable - activates or deactivates a User’s login credentials.

   v. Group - assigns Users to a different group.

   vi. Subjects – this tab should be used to assign subjects to a User’s account. Persons in the Teacher and Super User groups must be assigned subjects. The assignment of subjects to Users must be done at each sitting. If a User is
not assigned to a subject, the User would not be able to see details in the ORS relating to that subject.

vii. Close - closes the screen.

**Reset Password**

20. On selection of the **Reset Password** button the screen at *Figure 10* is shown:

![Figure 10: Reset Password](image)

i. Type a **New Password**.

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

iii. Select **Save** and then **Close** to return to the main menu.

**Edit User**

21. Select the User by clicking the checkbox.

22. Click the **Edit** button and screen at *Figure 11* appears:
Figure 11: Edit a User

i. The Administrator can change any of the data in the given fields or select another centre for the User if the Administrator a Ministry Administrator.

ii. Select the **Update** button to save.

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

Disable/Enable User Account

23. To disable/enable a User’s account:

i. Select the User.

ii. Select the **Disable/Enable** button.

iii. At the prompt as shown in Figure 12, select OK.
24. A User’s account would be disabled if the User attempts to login to the ORS three consecutive times unsuccessfully. The Administrator must search for the User and through the Edit option, Enable the User’s account.

The Administrator MUST ensure that the accounts of ALL Users are disabled when the Users no longer interact with the ORS or are no longer associated with the centre or Ministry. This is to prevent any potential security breach of the CXC’s registration system.

**Group**

25. On selection of the **Group** button the screen at **Figure 13** is shown.
i. Click on the drop down button to select a group from the list.

ii. Select [Save] to save the selection.

iii. Select [Close] to close the window.

Subjects

26. The Administrator should assign subjects to Users by:

i. Selecting **All** in the **Subjects Type** drop down box. A screen similar to **Figure 14** will appear.

![Figure 14: Assigning Subjects to a User](image)

ii. Selecting the subject(s) to be assigned by clicking in the check box [✓] or selecting the Assigned checking box to select all the subjects in the listing for the User.

iii. Clicking on the [Save] button at the bottom of the screen.

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

v. The Administrator must use the reverse process of assigning when the subject(s) are to be unassigned from a User.
Addition of New Centres

26. Whenever a new centre has been created by CXC in the ORS, the Ministry Administrator must login and add the centre to its own list of centres. The Admin must also add any new centres to the list of centres that the other Ministry Users such as the Superuser, must interact with or has responsibility.

In the example given in Figure 15, there is a new centre, Rodney Macarthur Rey Auditorium, which the Admin must add to the User’s list of centres. To add the centre, the Admin should check or tick the Select checkbox on the left hand side.

![Figure 15 – Adding New Centre](image)

SETUP OPTION

27. When the User chooses the Setup option on the Main Menu screen, the screen at Figure 16 will appear.
28. After a centre has been selected, the screen at Figure 16 will be shown.

![Figure 16: Selecting Centre to Set up Local Fees](image)

29. The User can set up the various fees applicable to candidates from the centre. A choice must be made on whether the fee is Per Candidate or Per Subject. For example, the Entry Fee is per candidate whereas the Subject Fee is per subject. When fees change, the Administrator should update the Local Fees Maintenance Table as shown in Figure 17. The updated Fees Maintenance Table now captures the Non-Compliance Fee and the fee for the submission of Late SBA.

![Figure 17: Setting up Local Fees](image)
30. Clicking on the **Save** button will save the contents of the fees table.

31. Clicking on the **Close** button to return to the Main Menu screen.

32. If the Administrator does not set up the Fees Maintenance Table for the Centre, the Centre would not be able to calculate the fees payable by the Centre or by individual candidates. Moreover, when late entries or amendments are made by the Centre, the cost would be shown in the ORS as $0 which is incorrect.

If the Ministry Admin set-ups the fees, the set-up will be done for the entire territory. A Centre Admin can over-ride the fees created by the Ministry Admin by setting up its own fees at the centre level.

**CHANGE PASSWORD OPTION**

33. When the Change Password option is chosen from the Main Menu screen, the Administrator will be presented with the screen at Figure 19 from which the appropriate changes can be made.
LOGOUT OPTION

34. When the User wants to exit the ORS application, the Logout option on the Main Menu screen should be selected.

END