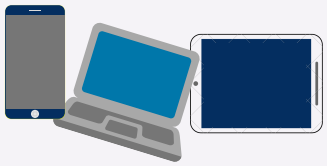
HOW TO ACCESS ACT TEST CENTER MANAGER



AUDIENCE: TEST COORDINATORS

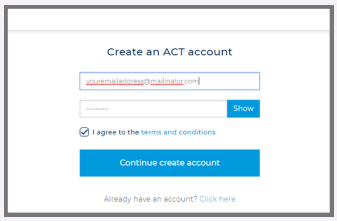
ACT Test Center Manager (TCM) can be accessed via the web at https://tcm.act.org or via mobile app. To get started using TCM, follow the directions below.

1 OPEN EMAIL FROM ACT

In a web browser, open the email you received from testact@act.org and click the link to open ACT Test Center Manager. A new web browser tab will open to the **Create an ACT account** page of TCM.

2 CREATE YOUR ACCOUNT

Using the email address from the invite, create a TCM account. Use a password that is easy to remember.

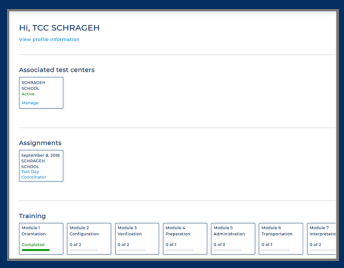


3 ACTIVATE YOUR ACCOUNT AND SIGN IN

After creating your account, you will receive an additional email asking you to activate the account. Click the link in the email to complete the account activation. Sign in to your account to view your test center dashboard and begin using TCM.

4 VIEW YOUR TEST EVENTS

ACT test events showing your test day role will appear on your dashboard once they are assigned.



5 DOWNLOAD THE APP TO YOUR MOBILE DEVICE

If you would like to access TCM from your phone or other mobile device, you will need to download the application to your device.

iOS DEVICE

To download to an **iOS** device, visit the App Store on your device and install ACT Test Center Manager.

ANDROID DEVICE

To download to an **Android** device, visit Google Play on your device and install ACT Test Center Manager.

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