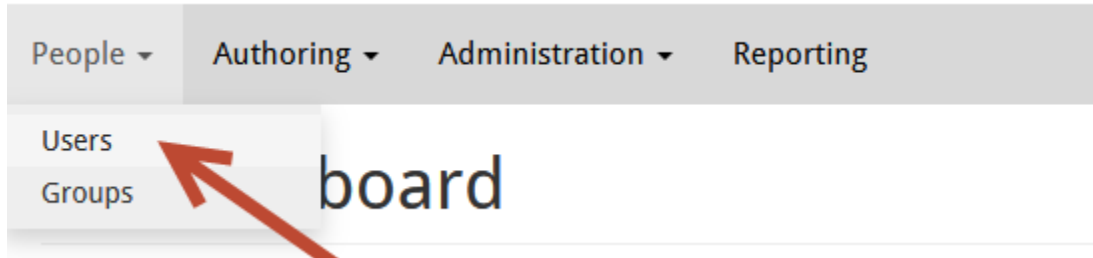
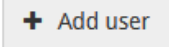


Steps for Creating a Candidate for Testing

(only set the options specified – leave all other options blank)

1. **Login** to Questionmark System
2. Click on **People>Users**



3. Click on 
4. Enter in **Username** for Candidate (**Last 5-digits of SSN + Last Name**)
Example: Vann Reul 123456789 = 56789Reul
5. Enter in **Email Address** for Candidate (*if you do not have an email address, please use a testing staff email address since this is a required field*)
6. Enter in **Password** for Candidate (**First Name + Last 5-digits of SSN**)
Example: Vann Reul 123456789 = Vann56789
7. **Tick** the box next to **Participant** – more options will appear to assign the group
8. Using the **HCP Group Names by Test.pdf** document, tick the appropriate group for the test to be scheduled – only one group should be selected

Group Assignment

- ATC39 - Alarm
- ATC39 - Alt Fuels
- ATC39 - AUA
- ATC39 - CLEET
- ATC39 - EMR
- ATC39 - EMS
- ATC39 - Fire Exting - Outdoor Fireworks
- ATC39 - Hearing-Sanitation
- ATC39 - MedMic - Tattoo
- ATC39 - Nurse Aide
- ATC39 - ODMHSAS
- ATC39 - OHCAPA
- ATC39 - OSU-FST
- ATC39 - Petroleum Storage
- ATC39 - POSSE
- ATC39 - Professional Counselor
- ATC39 - Supportive

9. Enter Candidates First Name & Last Name in the corresponding fields
10. Enter the Candidate's Last 5-digits of SSN in the Details field

First Name

Last Name

Middle Name

Alternate Name

Title

Gender

Date of Birth

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

[Create new account](#)

11. Scroll to the bottom of the screen and click on