DAILY ACCESS CODES

Daily Access Codes (DACs) are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access to testlets.

The DAC PDF contains information on the date and times the DACs are usable, the subject and grade, and the access code for each of the test session. DACs are available for the current testing day and next testing day after 2:30 PM. Monday's Daily Access Codes will be available Sunday at 2:30 PM.

PRINT ONE DAILY ACCESS CODE

To print a Daily Access Code, perform the following steps:

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes tab**.
4. Select the appropriate **Assessment Program** and **Test Day**.

5. In the Daily Access Codes column, select either the **PDF** or **CSV** icon to open the file.
6. Select **Done** once you have finished viewing the Daily Access Codes grid.

NOTE: The file automatically downloads to your computer to open and print or save.

PRINT MULTIPLE DAILY ACCESS CODES

To print multiple Daily Access Codes, perform the following steps:

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes tab**.
4. Select the appropriate **Assessment Program** and **Test Day**.
5. Use the checkboxes to select **multiple Daily Access Codes** you would like to print.
6. Select the **View Access Codes** button for your preferred file type **PDF** or **CSV**.
7. Select **Done** once you have finished viewing the Daily Access Codes grid.

NOTE: The file automatically downloads to your computer to open and print or save.

KITE STUDENT PORTAL: DAC ENTRY

1. After a student selects "Take Test" in Student Portal,

2. Type the DAC in the ACCESS CODE field and select LET'S GO.