

# HOW TO ADD A STUDENT TESTING ACCOUNT

When a student record does not exist in your local testing database, you can add a student testing account to both the Network Test Environment (NTE) on the local server and the database on the NWEA server at the same time.

1. Log on to the MAP Test Administration Application (MAP TAA).
2. From the left navigation panel, click Students > Add New Student. The Add Student Confirmation screen appears.
  - a. **If you are adding a record for a student who may already exist in the database** (they moved from a different school in the district), click the Locate Student button to move that student's record to the NTE for the new school.
  - b. **If you are adding a record for a student who is new to the district**, click the Add Student button.
3. In the Add New Student screen, complete all fields with an asterisk.
4. When you have completed the student profile, click the Submit button to save the student record to the NWEA database. If MAP TAA discovers a similar record in the NWEA database when attempting to add a student, it will recommend that you download the student to the NTE rather than adding a new record. Please confirm that the student found is correct and add the student to the NTE. This will prevent duplicate records of the student.
5. After the student record has been saved to the NWEA database, the Add Student to NTE screen appears. Click the Save Student button to save the record to your local database, so it is available for selection in MAP TestTaker.