



## ETA-I Online Testing – Student’s User Guide

URL: <http://kec.tamu.edu/FreedomTest/ETA>

### Register – Create your new User Account

- To create a new student account, Click **Register** in the left-hand toolbar or at the bottom of the homepage.
- An Account Information page will open. At a minimum, the following fields are required:
  - Username
  - Password (enter twice)
  - Email address
  - First and Last Name
- Click **“Create Account”** to save your information and login to the system.

### Login to the FreedomTest system

- To login to your account, Click **Login** in the left-hand toolbar or at the bottom of the homepage.
- Enter your username and password in the spaces provided.
- If you do not remember your username or your password, contact the proctor who will be able to assist you.

### My Profile – View your account, reset your password

- Click on **My Profile** to review the details of your user account.
  - Your username cannot be changed once your account is created.
  - You may reset your password at any time by entering and confirming a new password in the **User Information** section.
  - You may update your **Personal** or **Contact Information** as needed. If your First or Last Name has changed, please notify your instructor before making the change within the testing system.
  - Click **“Update Profile”** to save any changes.

### Exams – View a list of open exams and take an online exam

- Click on **Exams** to see a list of exams available for you to take.
  - Click on the name of an exam to start the test.
  - Answer the questions by selecting the correct response using the radio buttons to the left of each answer choice.
  - The left-hand toolbar will show your progress through the exam, including the number of questions that have been answered, how much time is remaining, and any questions that have been bookmarked.
  - Use the **“Pause”** button to pause your exam. Please contact the exam proctor before you pause your exam if you need to leave the room.
  - If you are uncertain about a particular question or would like to come back to it, check the **“Bookmark”** box to the right of the question. A list of all bookmarked questions is shown in the left-hand toolbar. You may click on the question number in that list to be taken back to a particular question.
  - Use the arrow buttons at the bottom of each page to move through the exam.
    - At the end of the exam, click the **“Submit”** button to complete the exam. A list of questions that have not yet been answered will be listed. You may click Cancel to return to the exam and complete those questions as long as there is time remaining.