Step | Action
--- | ---
1. | Go to http://d2l.arizona.edu and log in with your NetID.

Click the **UA NetID Login** button.
Enrolling for UAccess Competency Assessments in D2L

Step 2.

The first thing you need to do is register for the UAccess Competency Assessments.

Note: If you've already completed Self Registration to take another UAccess assessment, skip to step 7.

Click the Self Registration link.
Step 3.
The UAccess Competency Assessments are at the bottom of the list.
Click the **Administrative Staff Only: UAccess Competency Assessments** link.
Enrolling for UAccess Competency Assessments in D2L

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| 4.   | You just need to click a couple of buttons to get enrolled.  
    | Click the Register button.  
    | Register |
| 5.   | Click the Submit button.  
    | Submit |
| 6.   | After you click Finish, you are given a choice between going straight to the UAccess Competency Assessments or enrolling for more classes. Go straight to the UAccess Competency Assessments.  
    | The next steps show you how to navigate to the UAccess Competency Assessments when you log in, after you have already registered.  
    | Click the Finish button.  
    | Finish |
7. Once you have successfully registered, when you log in to D2L you now see a link to UAccess Competency Assessments on your D2L Home Page.

Click the **UAccess Competency Assessments** link.

[Administrative Staff Only: UAccess Competency Assessments](#)
Enrolling for UAccess Competency Assessments in D2L

8. From the UAccess Competency Assessment page, you have several resources. In the upper left corner, in the **Preparation Resources** section, are links to resources to help you prepare for the assessments.

The **Requesting Access** section provides instructions for requesting access to the UAccess systems.

Details about and links to the assessments are in the **Assessments** section. Simply click on a link to launch an assessment. (You may need to scroll down to see the assessment you are interested in.)

9. Note that below each assessment name is a description of the target audience and where to access training materials.

Click the **assessment name** link.

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| 8.   | From the UAccess Competency Assessment page, you have several resources. In the upper left corner, in the **Preparation Resources** section, are links to resources to help you prepare for the assessments.  

The **Requesting Access** section provides instructions for requesting access to the UAccess systems.  

Details about and links to the assessments are in the **Assessments** section. Simply click on a link to launch an assessment. (You may need to scroll down to see the assessment you are interested in.) |
| 9.   | Note that below each assessment name is a description of the target audience and where to access training materials.  

Click the **assessment name** link. |

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**UAccess Competency Assessments**

Welcome!

UAccess Competency Assessments are now available for personnel requesting new access to UAccess Student. Personnel who are already provisioned in UAccess Student are also welcome to take the assessments to test their skills.

An assessment replaces any requirement to attend hands-on training, so please make note of whether you must pass the assessment or attend a workshop in order to receive the desired security access. Additional assessments for other access levels are in development.

Online tutorials are available to help users prepare for the assessments. Users are also welcome to download the training manuals and consult with their colleagues for on-the-job training.

- You must pass the assessment with 80% accuracy to be granted access to the part of UAccess that is covered by the assessment.
- You will have **five chances** to successfully pass the assessment.
- Please do not request security until after you pass the assessment.

**UAccess Student**

The following assessments are for **Editing** access to the system. No assessment is required for **View Only** access to the system. For **View Only** access, simply complete the access request form as instructed on [http://uaccess.uis.edu](http://uaccess.uis.edu).

**Academic Advising Basics**

For professional advisors who will be using UAccess Student to access student information, enter advising notes, and request advisement reports. Online training for this topic can be found in the academic advising basics section of the [UAccess Student online tutorials](http://uaccess.uis.edu). The fundamentals section is a prerequisite, so you may also be assessed on that content.

[Academic Advising Basics](http://uaccess.uis.edu)
10. There are some basic instructions at the beginning of the assessment.

*Note:* You have five tries available to you to score an 80% or greater on an assessment.

Click the **Start Quiz!** link.

**Start Quiz!**

11. Click the **Ok** button.

**Ok**
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<tr>
<td>12.</td>
<td><strong>Action</strong>&lt;br&gt;Read the questions carefully. Some have only one right answer, while others have multiple right answers that you need to select. Some questions may also include images that you need to read in order to answer the question.&lt;br&gt;&lt;br&gt;When you are satisfied with your answer, click the arrow to move to the next question.&lt;br&gt;&lt;br&gt;You can also use the <strong>Save</strong> button to save your response.&lt;br&gt;&lt;br&gt;Click the <strong>Next Page</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td><strong>Action</strong>&lt;br&gt;Once you are done with the assessment, submit it for grading.&lt;br&gt;&lt;br&gt;Click the <strong>Go To Submit Quiz</strong> button.</td>
</tr>
</tbody>
</table>
14. You are directed to a submission confirmation page. If you left any questions unanswered, the system warns you.  

Click the **Submit Quiz** button.

15. You need to confirm your submission.  

Click the **Yes** button.
Step | Action
--- | ---
16. | The final page gives you instructions for what to do next. If you attained 80% or higher, you've completed the assessment successfully. If you did not, you need to attempt the assessment again.

The final page also gives you the questions you missed, with your wrong answers indicated. You can use this information to review.

Click the scrollbar.
17. Your score is in the lower right corner. This score must be 80% or higher to pass. Once you attain an 80% or higher, you cannot retake the assessment. You can also view your highest grades on all UAccess Competency Assessments in the Grades section. Click the Grades link.
Enrolling for UAccess Competency Assessments in D2L

**Step 18.** This user has taken three assessments, passing two and having one that needs retaken.

If you need to retake an assessment, or take a different one, navigate to the Course Home.

Click the **Course Home** link.

**Step 19.** That's all it takes to register for and access your UAccess Competency Assessments!

*End of Procedure.*