

## IS1403 "Test Out" Process Information

Before you can begin testing you must first purchase the required IS 1403 access code. Once you have purchased the access code you will need to go online and create a USER ID and PASSWORD. Online registration will require an Institution Key which is **T2059795**. After you have successfully registered through the SAM 2010 website, you are required to join the "Testing Center – IS 1403 Office 2010" course section. Before you are admitted into the course and allowed to see the preparation materials, you must fill out and turn in a Disclaimer to the Testing Services Office either in person or through scan and e-mail. E-mail completed disclaimers to: [testinfo@utsa.edu](mailto:testinfo@utsa.edu). Once your disclaimer is received, you will be added to the course section and given permissions to view the related preparation materials.

IS1403 consists of four modules: Word 2010, Excel 2010, Powerpoint 2010, and Access 2010. You must receive at least a 70% average of all four modules to receive credit for this course. You will only receive credit for this course. No grade is assigned. You have four months to complete the process once you take the first exam. You may take these modules in any order. If you do not receive credit or do not complete the test out process by the end of the four months, you must either wait six months to retest or choose to enroll in the course. **Once you have earned credit for the test out series it will take 2-4 weeks for the credit to appear on your records.**

All the testing modules must be taken at Testing Services. The fee for this test series is **\$25.00**, payable by credit card when scheduling your first testing appointment online through the Testing Services Office website: [www.utsa.edu/testing](http://www.utsa.edu/testing)

### IS 1403 "Test Out" Set-up

You must purchase an Access Code for "**SAM 2010 Assessment and Training v2.0, 1<sup>st</sup> Edition**" in order to access the website and practice the exams for testing out. You may purchase the access code at one of the local bookstores, or purchase it with a credit card on-line by going to the Cengage website. You must have this access code to complete the registration process.

To register your account, follow the instructions in the booklet included with access code. If purchased on-line, follow the on-screen instructions. To complete the registration process you will also need the following information:

- Valid e-mail address
- Institution Key –**T2059795**
- 18-digit key code – located in your packet or purchased online
- Log-In information
- Necessary Flash Player

You should be able to practice for the exams in any of the student computing labs in the Business or Frio Street buildings or through a non-campus home computer – Go to the SAM 2010 home page and log in using the User ID and Password you created.

SAM 2010 online has a built-in technical support feature.

**Students who need this course to declare a major or as a course pre-requisite should give themselves a minimum of 2-3 months for the testing process and credit posting to be completed.**