How to Access Digital Download Samples

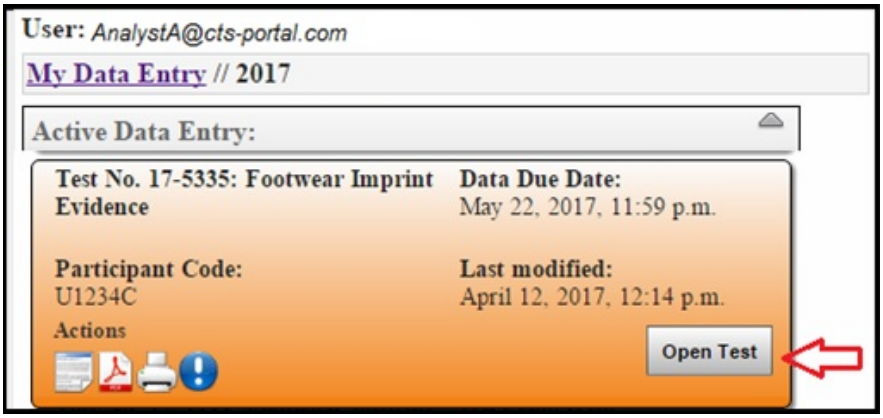
This guide walks you through accessing test materials for Digital Download tests.

If your test includes a digital download, you can access the materials by opening the response form for the test. Lab Account Owners will receive an eNote notification with an excel file of laboratory-specific codes attached. These codes will be preloaded in the CTS Portal for the Lab Account Owner and can be claimed by authorized users or assigned through a Master Group.

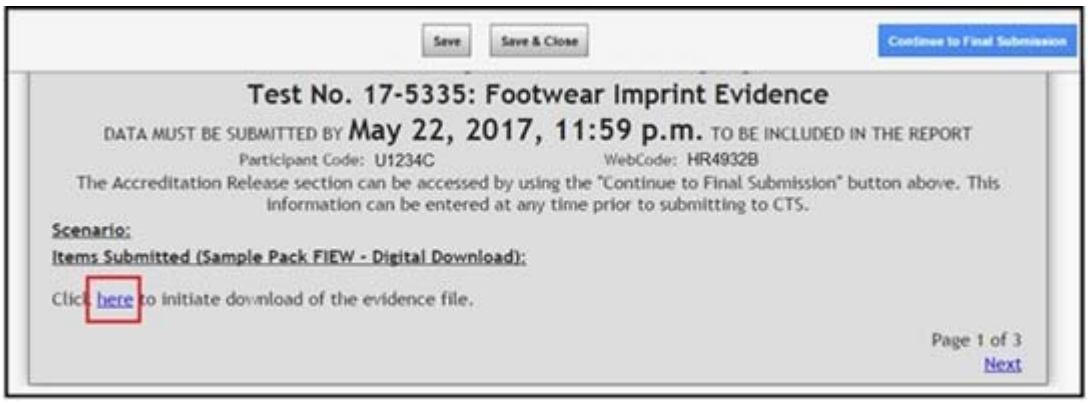
Note: *All tests must be claimed prior to accessing test materials. For instructions on this process, please see the following guides: "How to Claim a Test for Data Entry" or "How to Assign a Test to User(s) through a Master Group"*

Click on "My Data Entry", on the left side under the "Data Entry" heading. Navigate to the current year's data entry section by clicking the appropriate year.

Locate the appropriate test and click on the "Open Test" button to open the test.

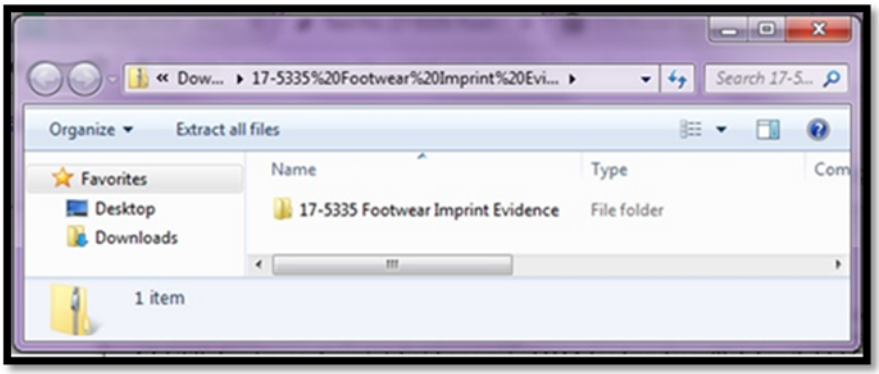


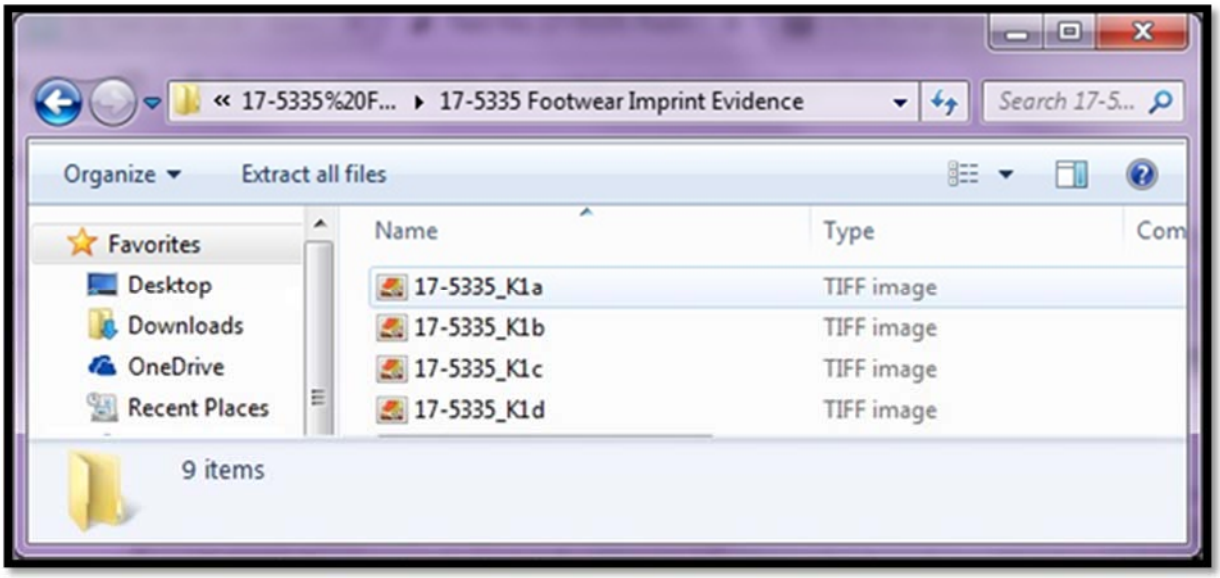
The response form for the test will open. Locate and click on the blue link toward the bottom of the scenario. Depending on the testing discipline, the text around the link may vary from that seen in the image below.



The zip file will begin to download through your browser and may look like the example below.

When the download is complete, extract the contents of the zip file to access your test materials.





Return to the response form and complete data entry.