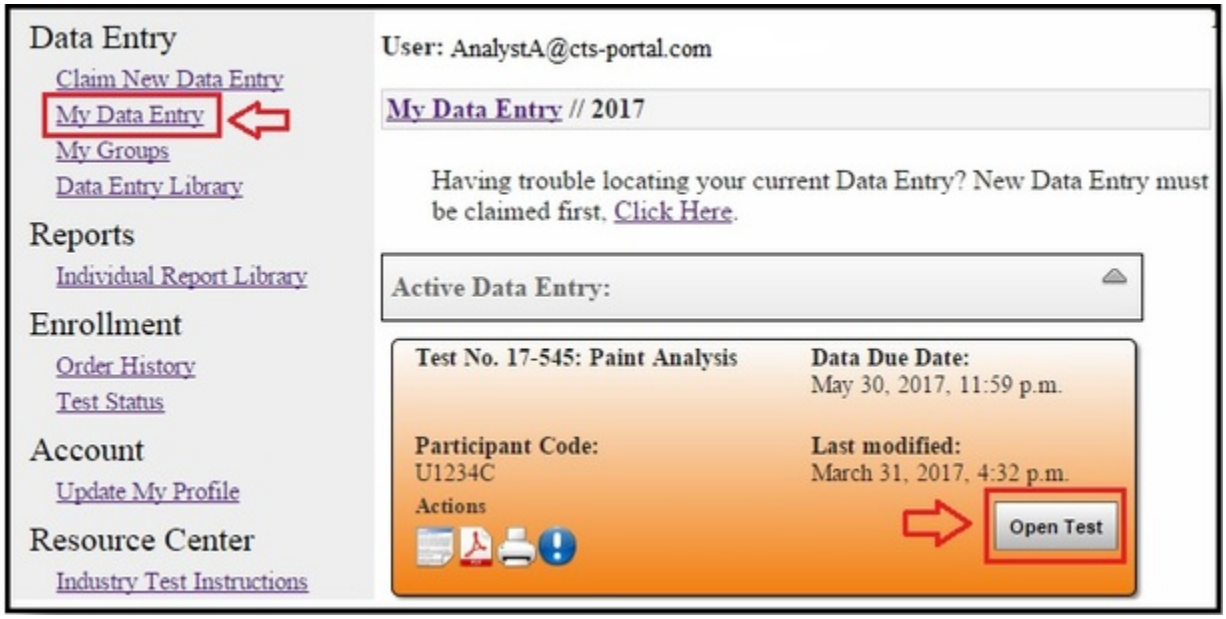
How to Submit a Test to CTS

This guide walks you through submitting your test to CTS. These instructions for submitting a test are only for analysts that are submitting their own test. Please review the appropriate guides for instructions on how to submit a test as a Tech Reviewer ("How to Review a Test and Perform Post Review Actions") or as a Master Group Manager ("How to do a Bulk Submission or Retraction by a Master Group")

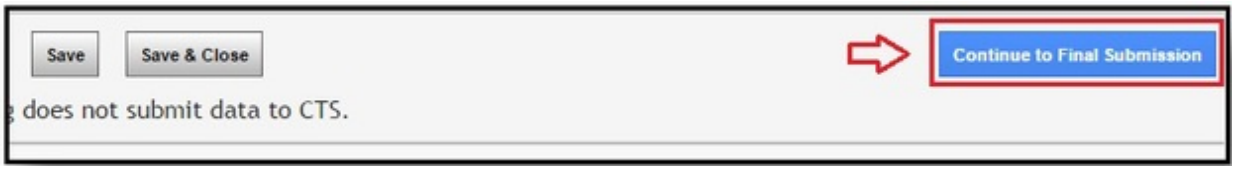
Open Test

Go to your Active Data Entry located in the "My Data Entry" section of the CTS Portal and click on the "Open Test" button.

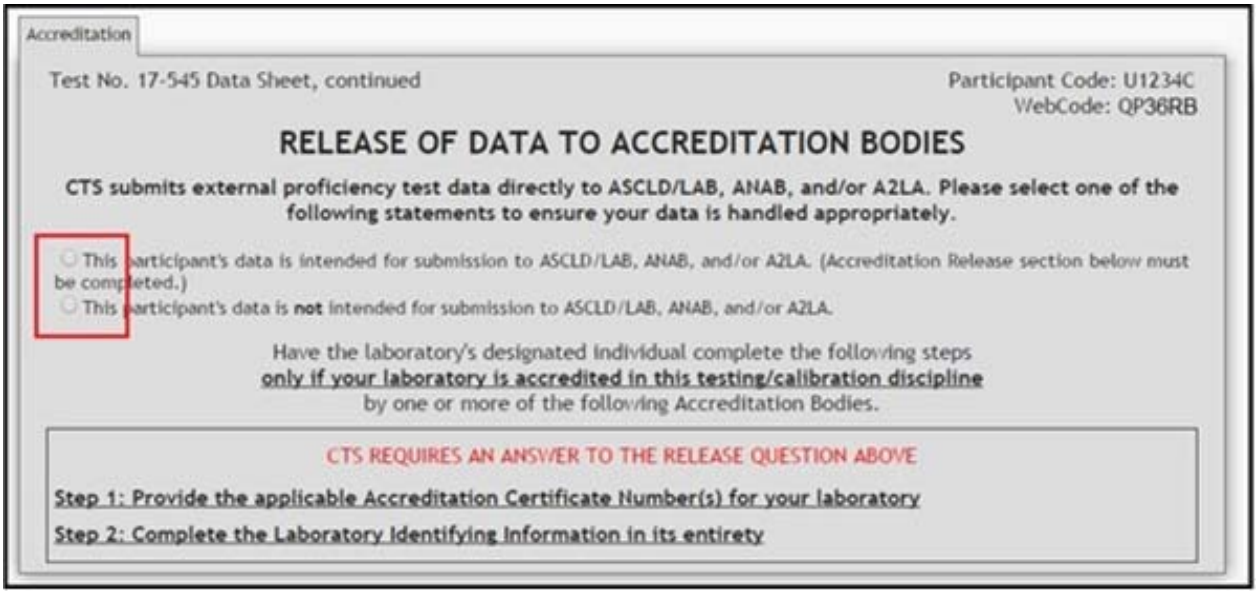


Continue to Final Submission

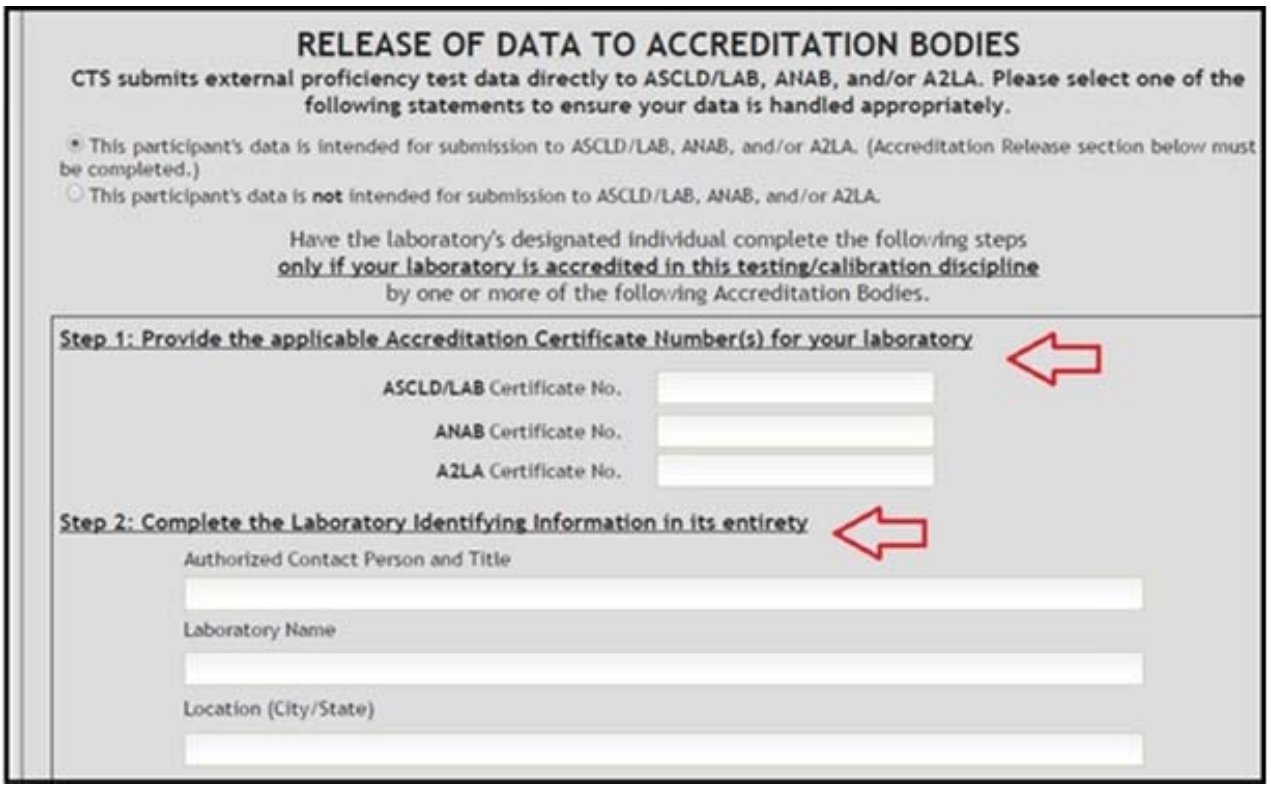
Click on the "Continue to Final Submission" button in the upper right hand corner.



If applicable, the Accreditation Release page of the test will open. Click on the circle next to the appropriate response.



If you click on the circle next to the first response, the bottom section will appear. Fill in all requested information in this section.

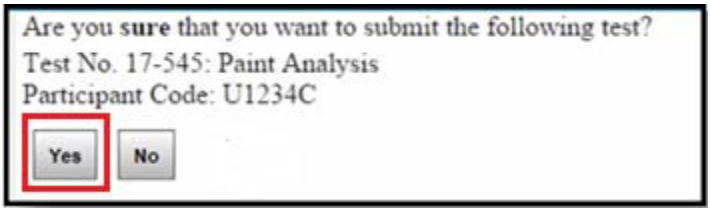


Note: *If you belong to a group, you may not have permission to fill out the accreditation information.* If it says, "This view is Read-only" in the upper left hand corner, it means you cannot fill out the accreditation information or make any changes to the accreditation information. The information must be filled out by someone with permission to do so.

If the information has already been filled out, you can proceed to the next step. If the information is not filled out and you do not have permission to fill out the accreditation information, click on the "Save & Close" button and inform the correct person at your lab.

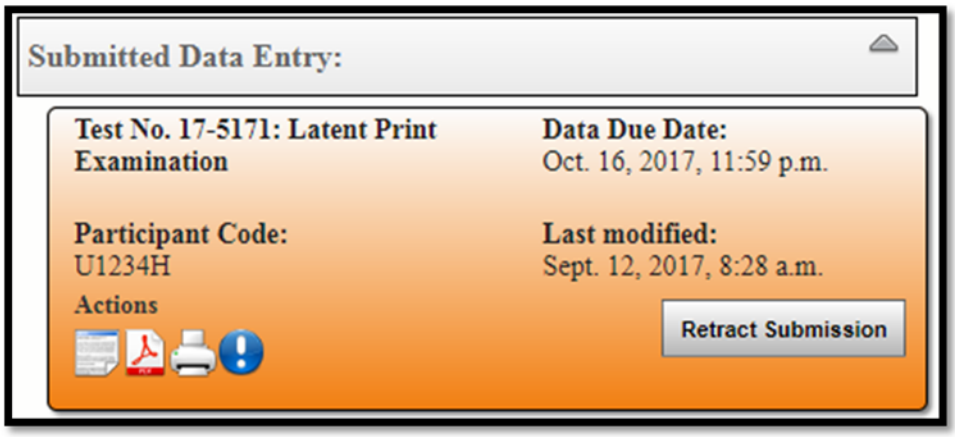
Once the accreditation information is confirmed or filled out, click on the "Submit to CTS" button to send the test to CTS. If you do not see this button, you may not have permission to submit to CTS. ***Note:*** *The "Forward to a Group" button will not be shown if you do not belong to a group or you do not have permission to forward to a group.*

A confirmation screen will appear. Click on the "Yes" button to confirm that you would like to send the test to CTS.

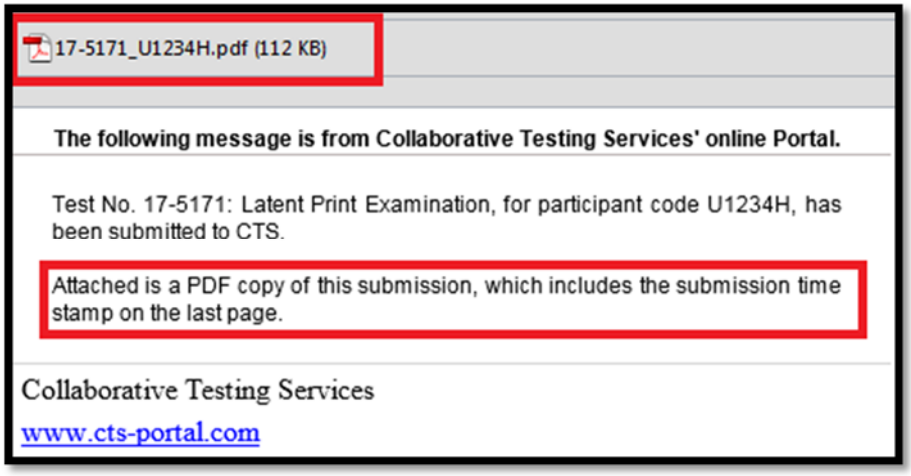
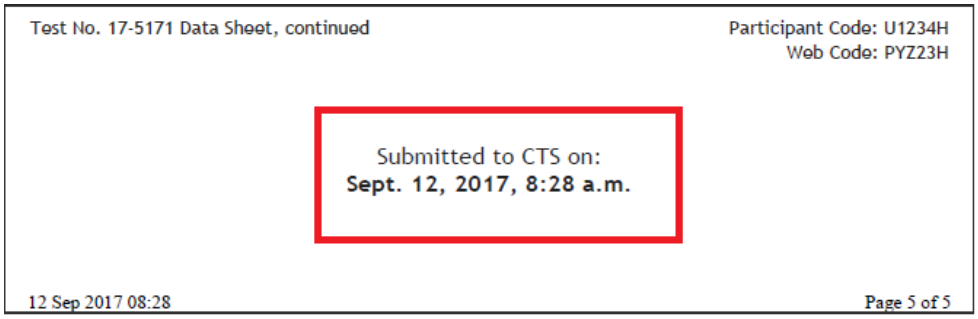


A message confirming that the test has been sent will appear. Click on the word "tests" to return to the “My Data Entry” section of the CTS Portal.

Your test will be moved to the Submitted Data Entry section.



You will receive an e-mail confirmation, along with a PDF copy of your submission.



The PDF will include a submission time stamp on the last page.