HOW TO PLACE AN ORDER IN ARKIV

Primary Administrators, Secondary Administrators, Certified Administrators and Assessment Coordinators have the ability under user access to place orders within the Arkiv system. If an order is submitted by anyone other than the Primary Administrator, the order must be approved by the Primary Administrator before being fulfilled. If an order is submitted by a Primary Administrator, then the order is automatically approved by the system. It is important to ensure accuracy when entering the assessment type and amount before submitting for approval. Once approved, the ordered inventory is non-refundable and cannot be exchanged.

To place an order:

1. Login to Arkiv
2. Choose Administrator or Coordinator responsibility
3. Select My Inventory > Place Order
4. Choose Account name from drop-down (if applicable)
5. Click Next Step
6. Click into the first cell under Assessment Name in the Assessment Request section
7. Enter the assessment name or click the drop-down to choose from the list of assessment titles
8. Select assessment
9. Choose Computerized or Paper/Pencil for Type
10. Enter the # of Copies you wish to order
11. Click Next Step
12. Verify Shipping Address is correct if ordering paper assessments
   a. If incorrect, click checkbox to Edit shipping address for this order
13. Click Submit for Approval
   a. Orders submitted by a Coordinator must be approved by the Primary Administrator. If a Primary Administrator is placing an order, the order is automatically approved when submitted.

★ Note: Paper test shipping method default is 2-day. If needed sooner, call NCCER and request expedited delivery before 2:00 PM EST. There is a $50 expedite charge in addition to the overnight shipping charges.