

Information Systems Analyst Exam

BYU Hawaii IS Department Instructions

November 13, 2004

Preparing for the ISA Exam

This handout will help you set up your account so you can take the ISA Exam. This takes a few minutes and must be done before the administrator can authorize you to take the exam. You should do this before the day of the exam.

1 Before the Exam

Before the day of the exam, you should set up your account. This is a multi-step process and takes a bit of time. First you will request an account, and key in information about yourself. You will be sent a password. You will use the password to log in and register for a specific exam. If you have not done these things in advance, it will take you longer to get started on the day of the exam.

After you create your account and register, an administrator will verify that you are authorized to take the exam. This is to prevent random people from creating false accounts.

1.1 Create Your Account

Start a web browser. Direct it to the following URL:

<http://iseducation.org/>

This will open a page at

<http://www.iseducation.org/isadmin/>

1.2 Personal

Find the heading that says “Don’t have a CCER account?” and click on the link to create an account.

You will be taken to a web page where you can fill in blanks for the following personal information:

- Title (Ms, Mrs, Mr, Dr) (optional)

- First Name
- MI (Middle Initial) (optional)
- Last Name
- Student ID Number (use your BYUH number)
- Date of Birth
- Email (password will be sent here)
- Male / Female
- Phone (optional)
- Address
- City
- State / Province
- Zip Code (Laie is 96762)
- Country
- Use of my information
- English is a second language

Note especially that a password will be emailed to the email address you specify. Your email address is used as your login name.

1.3 Education

After filling out the personal information, click on “Education Info.” You will be taken to a page where you can fill in blanks for the following education information:

- University (Brigham Young University Hawaii)
- Major
- Highest education level
- Planned graduation date

Make sure each selection is correct.

After you select “Brigham Young University Hawaii” a list of courses will appear. For each course you have completed, please select the grade that you earned in that course.

You can fill in the grade information now or later. Grade information is used to help us discover whether good grades in our courses match up with right answers on the ISA test.

1.4 Business

After filling out the education information, click on “Business Info.” You will be taken to a web page where you can fill in blanks for business information.

If you have any actual paid work experience, part time or full time, you are invited to mention it here.

When you are done, press “Finish.”

1.5 Finish

Press “Finished.”

You will be taken to a new page that says:

**Your registration was completed successfully.
Your sign-in password has been sent to your primary email address given in “Personal Info.”**

After you have received your password, click the link above to sign-in.

Now that you have a CCER account, you can register up for an upcoming exam session at your institution.

Once you receive your password and log-in, sign up for a specific exam session by clicking the “Sign up for an exam” link. Choose the the exam and exam session from the drop down lists and click the “Register” button to sign up for that exam.

2 Sign In

On the iseducation.org web site, click on the “Sign-in” words in the upper right corner.

Fill in the email address that you previously provided.

Fill in the password that was emailed to you. It should be about six characters long.

Press the “Sign in” button.

2.1 My Account

You will be taken to the “StudentMain” screen, where your name will appear in the upper right corner, right above the “Sign-out” button.

You should see a list of options like these.

- Edit Personal Information
- View CCER Exam Reports
- View Registered CCER Exams
- Change Password
- Register for a CCER Exam
- Start/resume CCER Exam

The Edit link will allow you to update and correct your personal information, including education and business information.

Click on “Register for a CCER Exam.”

Under “Select Exam” it should say “IS2002 Exit Exam Fall 04.”

Under “Select Session” please select “Nov 20 AM” or “Nov 20 PM” depending on which session of the exam you will take.

Then press the button that says “Register.”

You will be taken back to the “My Account” screen.

2.2 View Registered CCER Exams

Follow this link to verify that you are listed in the exam you have selected.

Press “My Account” on the blue bar to continue.

2.3 Change Password

Follow this link if you wish to change your password. On the day of the test, you will need your password to log in. Without it, you will be delayed while the administrator (Bro Colton) looks it up for you. You may want to change it to something you can remember. However, the password you use will be visible to any administrator.

Your new password must be at least six characters long and contain at least one digit.

After changing your password, you will be logged out automatically. If you wish to continue, you will need to log in again.

3 At the Exam

The previous steps should be completed before the day of the exam because they take some time. On the day of the exam, log in as usual and follow the link to “Start / resume CCER Exam.”

3.1 Start/resume CCER Exam

Press the button that says “Start/resume CCER Exam.”

If you have not been verified yet, you will receive a message telling you that you have not been verified. Talk to an administrator (Bro Colton) to solve that problem.

You will be asked to “Select Exam Session” but the only choice will be the one you selected when you registered above.

You will be asked to enter the “Exam Password” which will be told to everyone at the proper time.

Once you have the exam password, key it in and press “Proceed.”

If you try to proceed before the exam time, you will be told “Invalid time range: notify exam proctor.”

After you have pressed “proceed” you will be given an instruction screen. Read the instructions carefully.

You are allowed 180 minutes for the exam. If you start a minute or two late, you will be allowed to finish a minute or two late also.

Each question has a number. As you take the test, you may wish to make a list of numbers for questions that you wish to visit again. That way, after you finish the questions you know, you can go back to the ones that you are unsure about.