



YouTestMe GetCertified

Instructions for First Time Use

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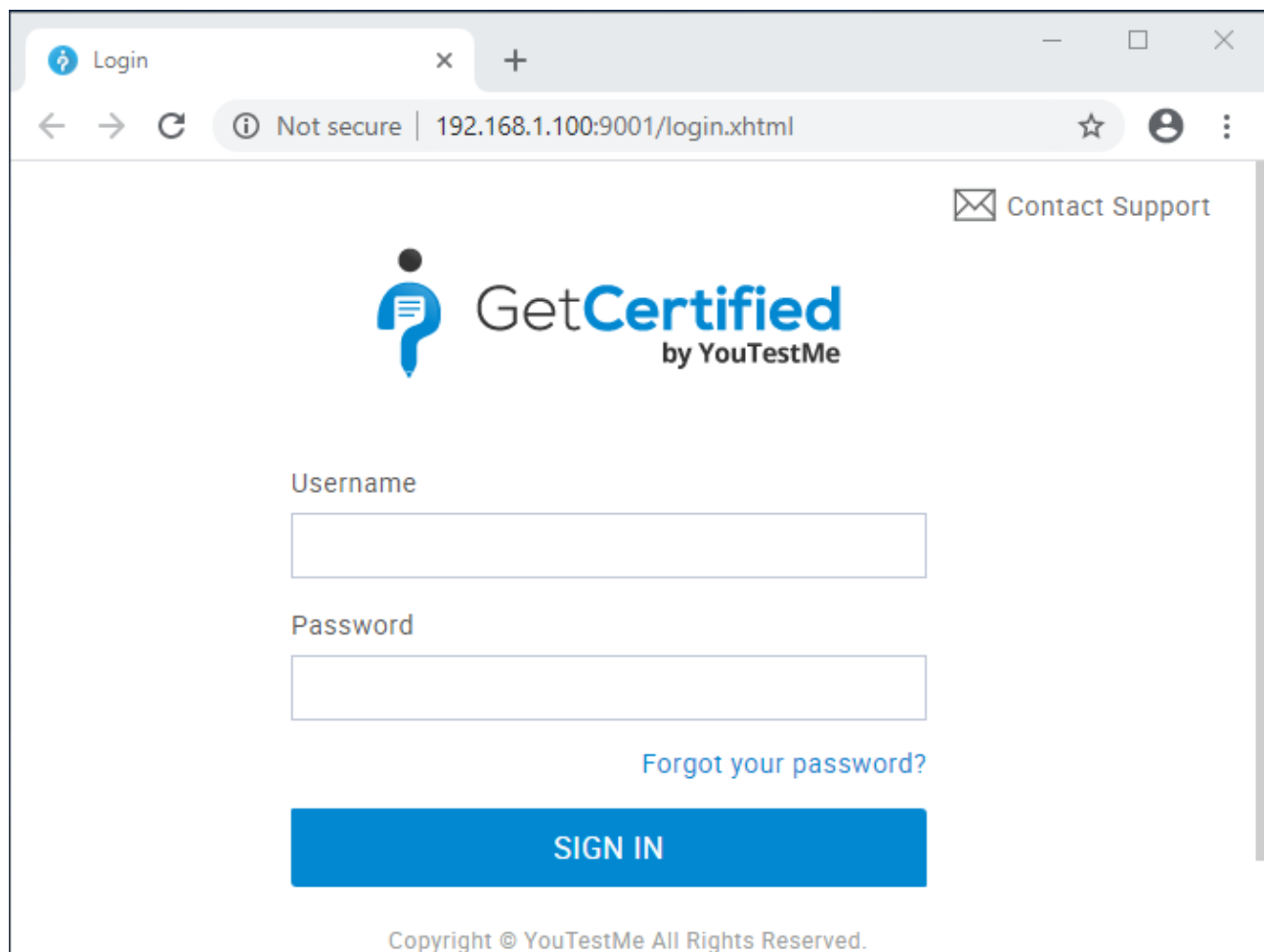
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1 Introduction


YouTestMe GetCertified is a Web-based application for training, knowledge evaluation, certification, and surveys (LMS). It consists of advanced user management, question pool management, comprehensive reports, and a test generator.

2 Logging into the Application

Once you have completed the installation process and network setup on your virtual machine, according to the Installation Manual, you should be able to access the login page on its respective URL. The login screen should resemble the picture below. Note that the logo and colors may vary depending on application branding.



The screenshot shows a web browser window with the following elements:

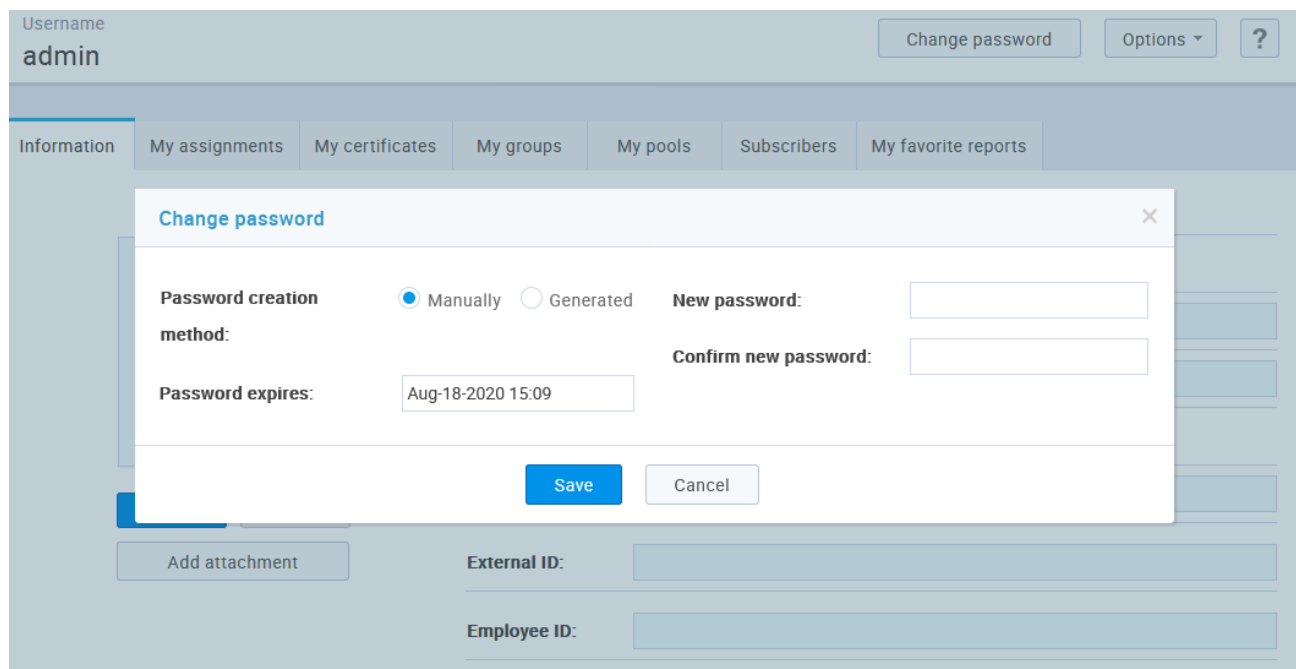
- Browser tab: Login
- Address bar: Not secure | 192.168.1.100:9001/login.xhtml
- Top right: Contact Support (with envelope icon)
- Logo: 
- Form fields:
 - Username:
 - Password:
- Link: [Forgot your password?](#)
- Button: **SIGN IN**
- Footer: Copyright © YouTestMe All Rights Reserved.

2.1 User Accounts

When logging in for the first time, you can use the following accounts:

Username	Password	Description
admin	Admin12#	All permissions enabled
instructor	Instructor12#	Create tests and organize test-takers
student	Student12#	Limited access - only take tests

We strongly advise you to change the predefined password upon the first login. This can be done on the personal profile screen. Click on "Change password" in the upper right corner.



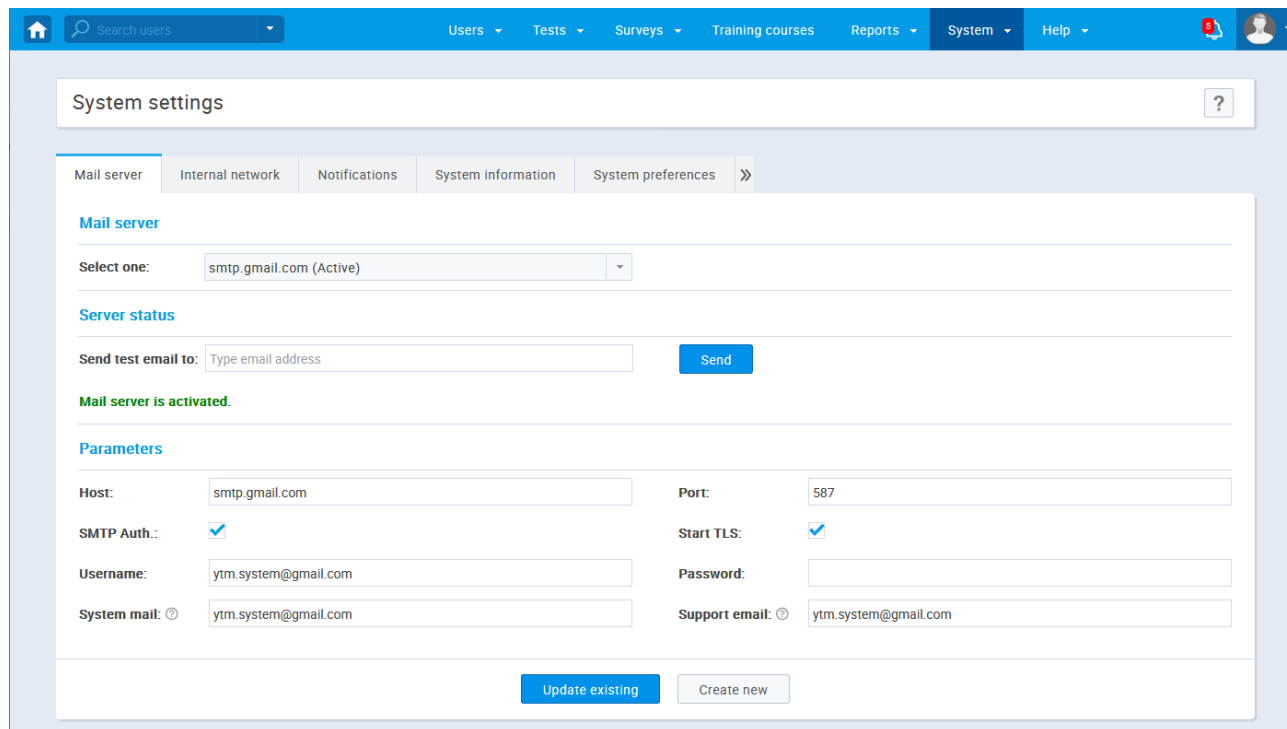
The screenshot shows a user profile page for 'admin'. At the top right, there is a 'Change password' button. Below the profile information, a 'Change password' dialog box is open. The dialog box contains the following fields and options:

- Password creation method:** Radio buttons for 'Manually' (selected) and 'Generated'.
- New password:** A text input field.
- Confirm new password:** A text input field.
- Password expires:** A text input field showing 'Aug-18-2020 15:09'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the dialog.

Below the dialog box, there are fields for 'External ID' and 'Employee ID', and an 'Add attachment' button.

3 Mail Server

YouTestMe GetCertified supports a feature to send email notifications for specific events (receiving test requests, role change). To properly set up this feature, it is necessary to enter the mail server parameters into the administration panel. See the picture below for an example with dummy data:

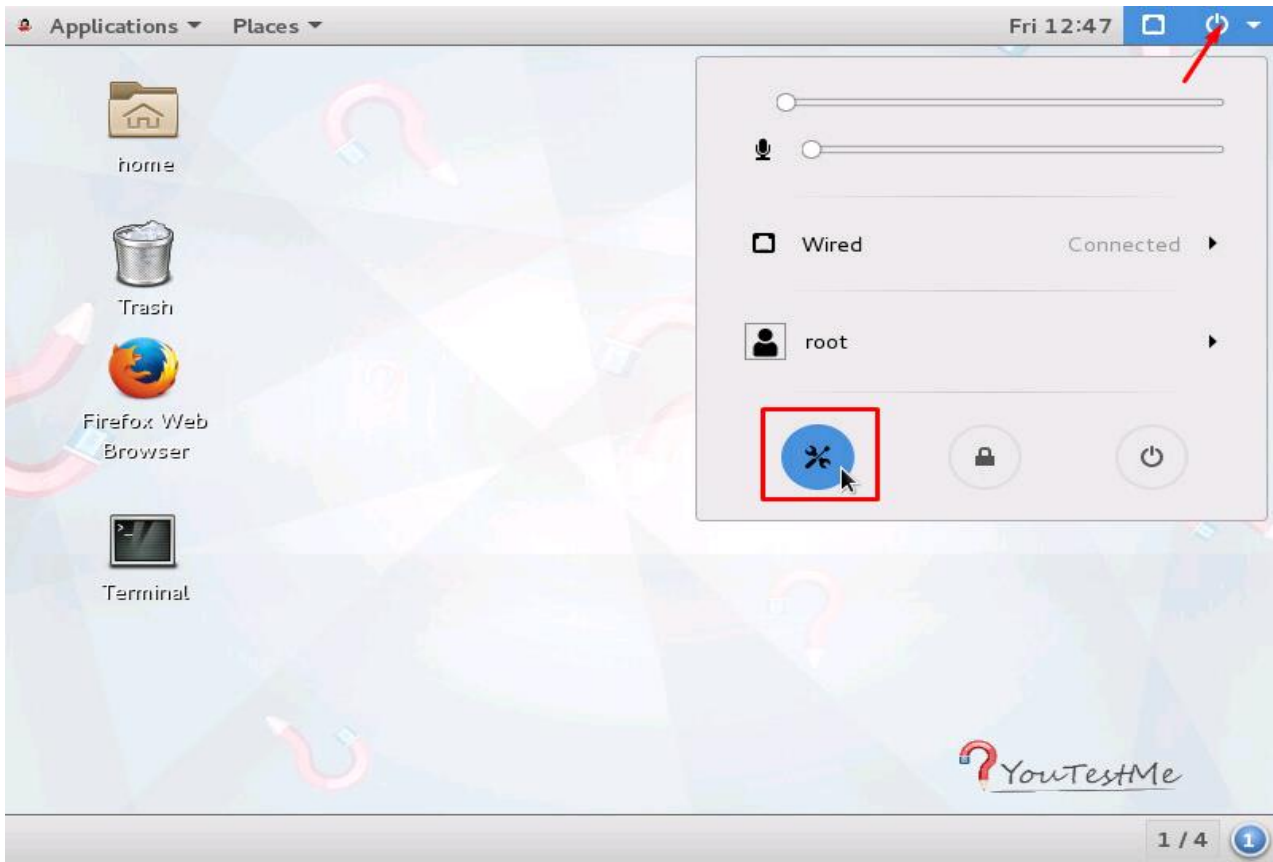


The system will come with a predefined Google mail account and server. **It is strongly advised to change the parameters into your institution's mail server parameters.**

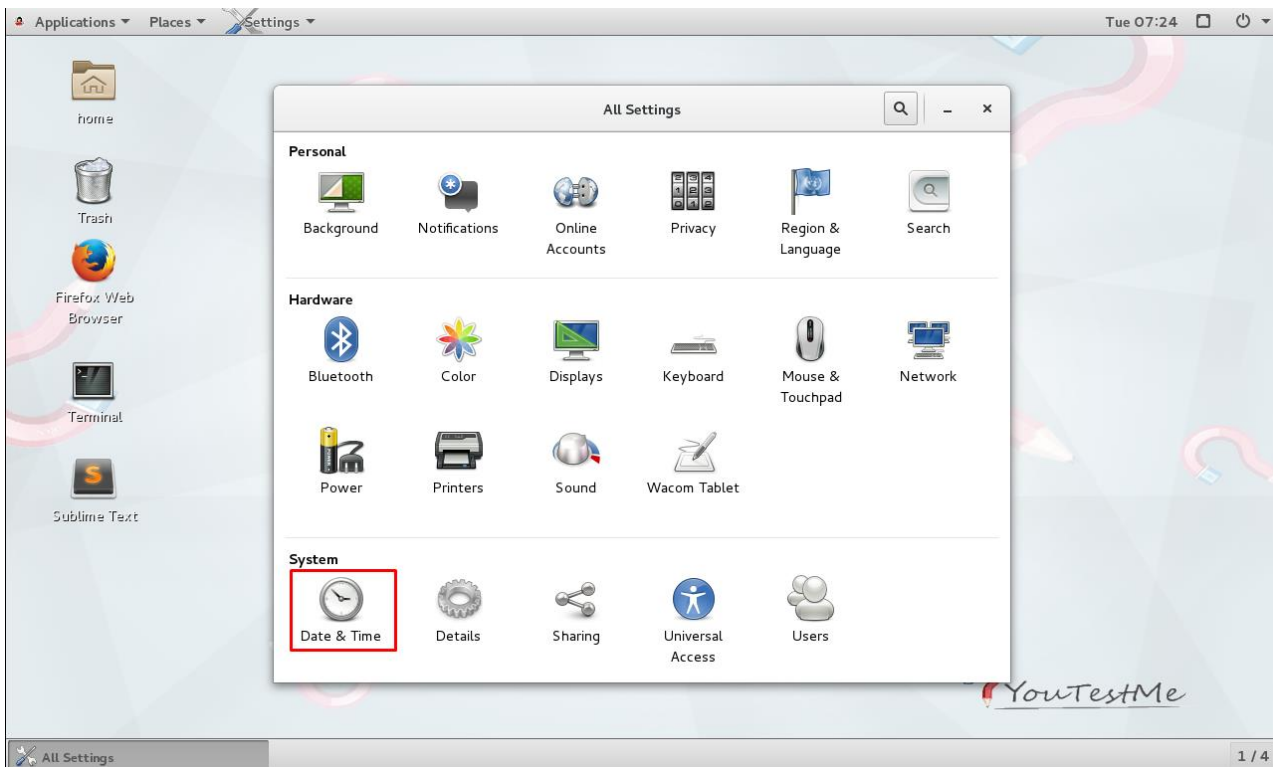
4 Change Time Zone

It is highly advised to change Time Zone for the correct representation of time in the YouTestMe application.

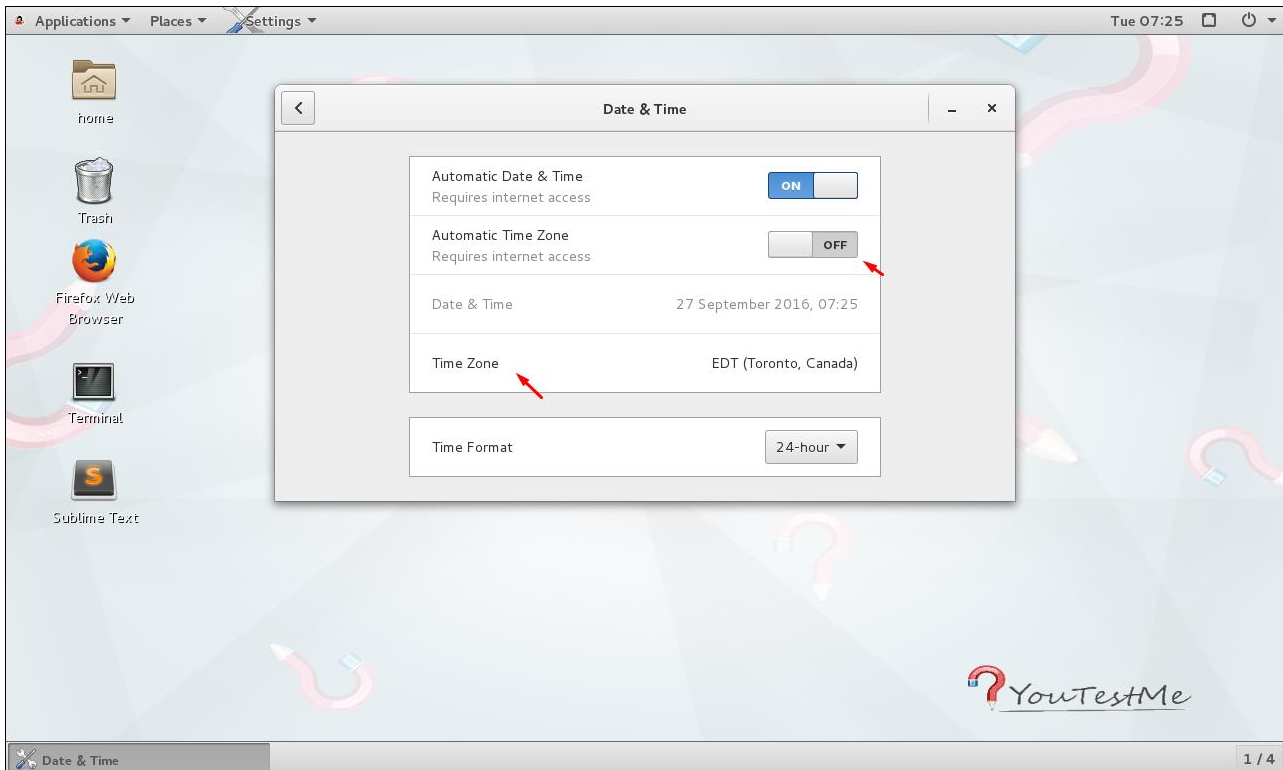
1. Login on the application server OS
2. Go to "Settings"
3. Choose "Date & Time"
4. Make sure "Automatic Time Zone" is set to "OFF" and click on "Time Zone"
5. Click on the map to choose a city or search in the bar above



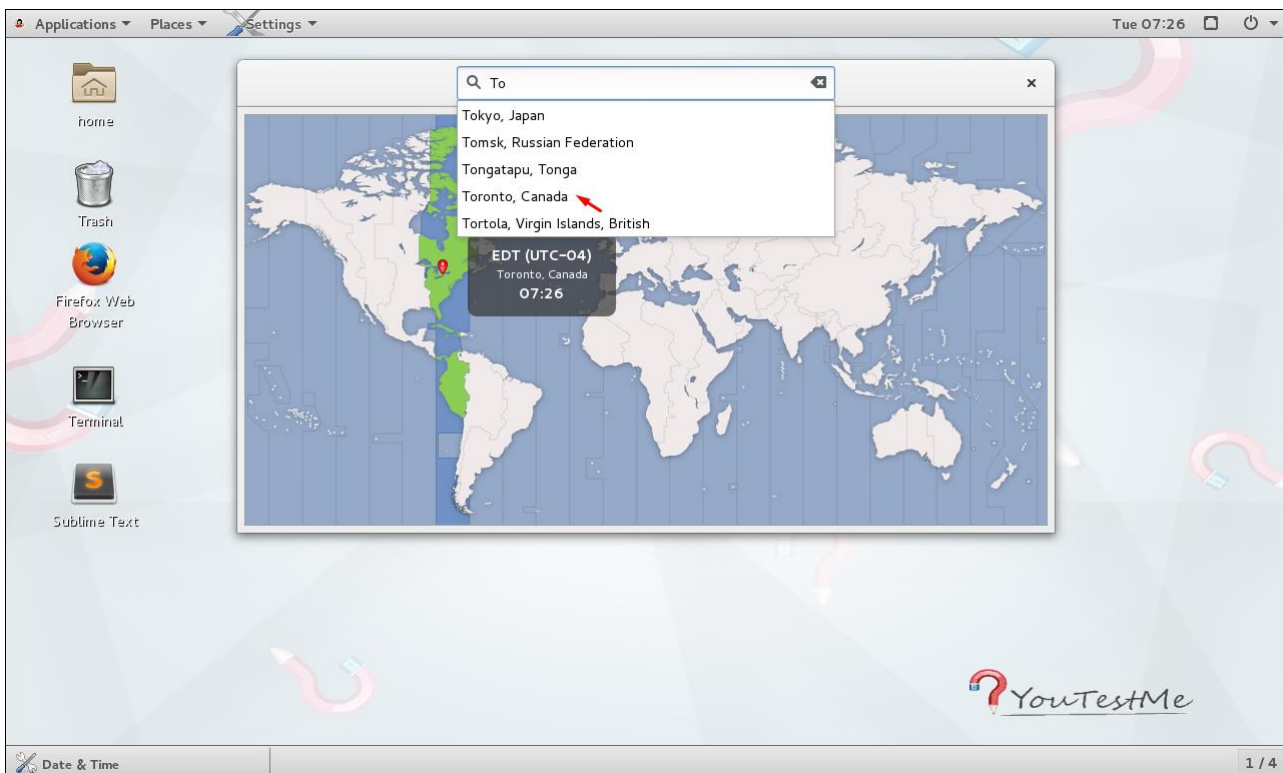
1 Go to Settings



2 Choose "Date & Time"



3 Make sure "Automatic Time Zone" is set to "OFF" & Click on "Time Zone"



4 Click on the map to choose a city or search in the bar above

5 Contact Us

Name	Email	Description
Sales Team	sales@youtestme.com	Address the sales team with all concerns regarding the documentation, or in case you are having trouble to do something in the application.
Support Team	support@youtestme.com	Address the support team in case you come upon any technical issues or bugs.