

YouTestMe GetCertified

Instructions for First Time Use

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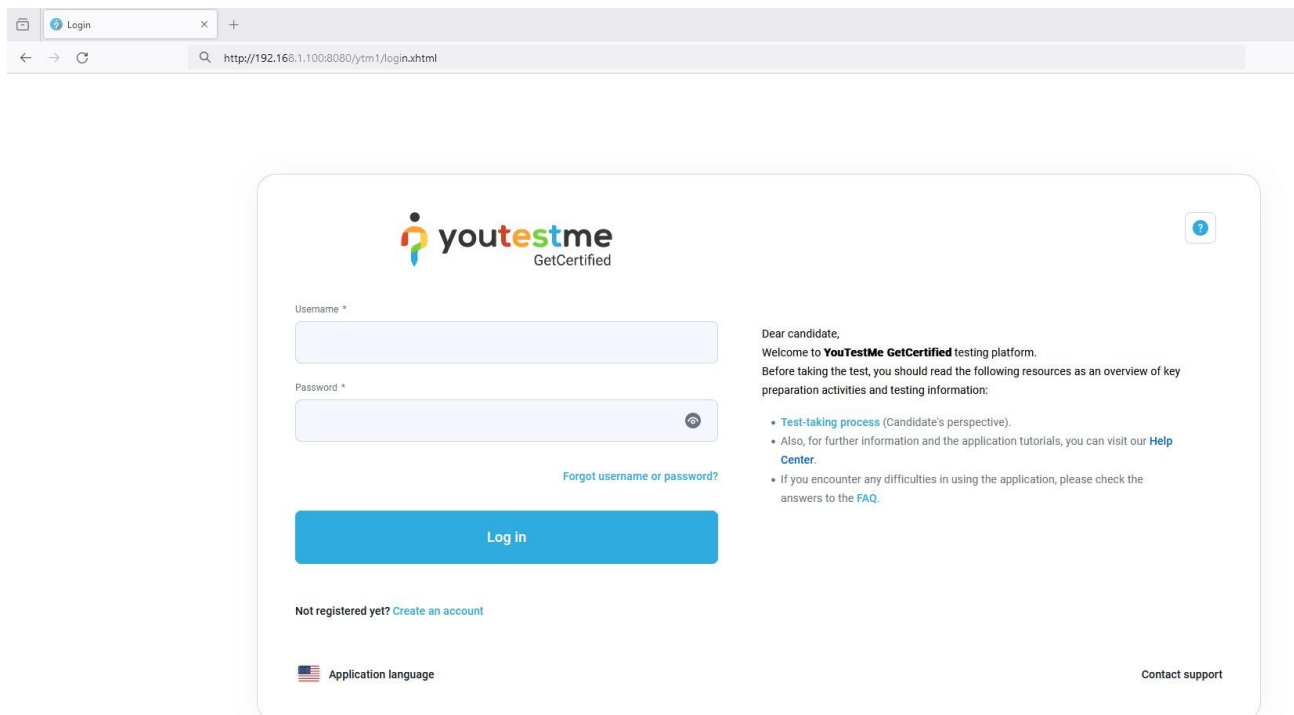
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1 Introduction

YouTestMe GetCertified is a Web-based training, knowledge evaluation, certification, and surveys (LMS) application. It comprises 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 can access the login page using its respective URL. The login screen should resemble the picture below. Note that the logo and colors may vary depending on application branding.



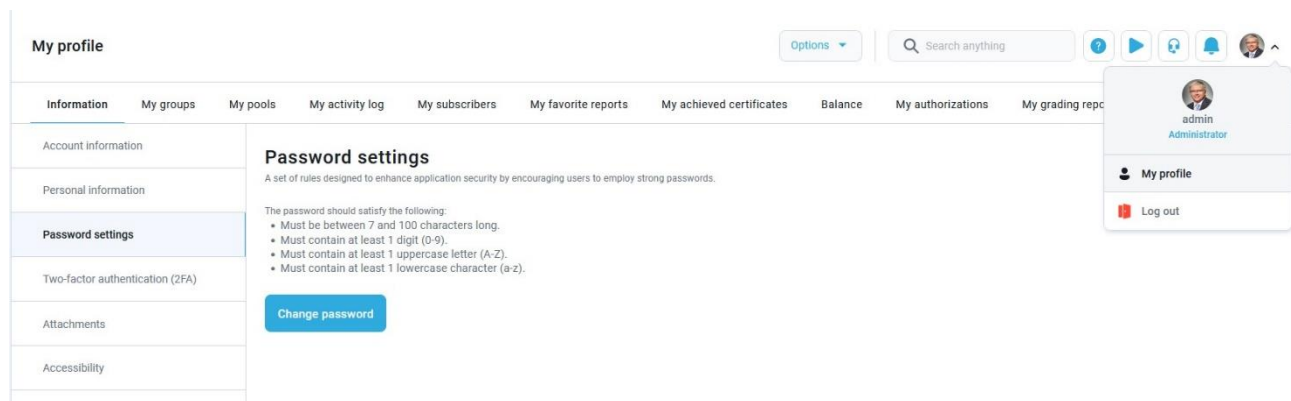
The screenshot shows a web browser window with the address bar displaying "http://192.168.1.100:8080/ytm1/login.xhtml". The login page features the "youtestme GetCertified" logo at the top. Below the logo, there are input fields for "Username *" and "Password *". A "Log in" button is positioned below the password field. To the right of the login fields, there is a welcome message: "Dear candidate, Welcome to **YouTestMe GetCertified** testing platform. Before taking the test, you should read the following resources as an overview of key preparation activities and testing information:". Below this message, there are three bullet points: "• [Test-taking process](#) (Candidate's perspective).", "• Also, for further information and the application tutorials, you can visit our [Help Center](#).", and "• If you encounter any difficulties in using the application, please check the answers to the [FAQ](#).". At the bottom left, there is a link "Not registered yet? [Create an account](#)". At the bottom right, there is a link "Contact support".

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

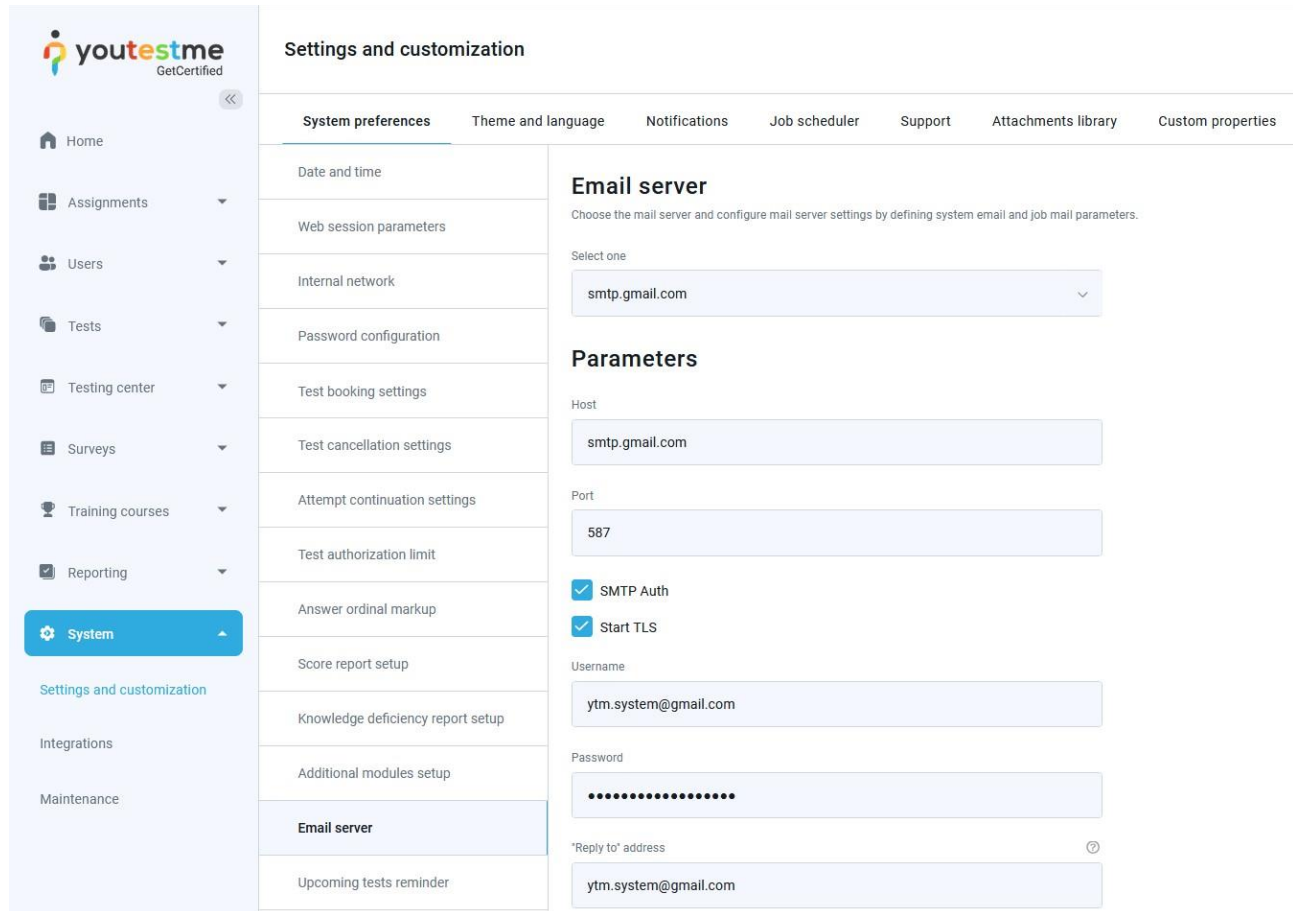
We strongly advise you to change the predefined password upon the first login. The operation can be applied to the personal profile screen under the "My profile" page.



The screenshot shows the 'My profile' page with a sidebar menu on the left containing: Information, My groups, My pools, My activity log, My subscribers, My favorite reports, My achieved certificates, Balance, My authorizations, and My grading reports. The main content area is titled 'Password settings' and includes a 'Change password' button. A dropdown menu is open on the right, showing the user's profile (admin Administrator) and options for 'My profile' and 'Log out'.

3 Mail Server

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



The screenshot shows the 'Settings and customization' page in the YouTestMe GetCertified administration panel. The left sidebar contains a navigation menu with options like Home, Assignments, Users, Tests, Testing center, Surveys, Training courses, and Reporting. The 'System' section is expanded, showing 'Settings and customization' as the active option. The main content area is titled 'Settings and customization' and features a tabbed interface with 'System preferences' selected. Under 'System preferences', the 'Email server' option is highlighted. The 'Email server' settings page includes a dropdown menu for 'Select one' (currently set to 'smtp.gmail.com'), a 'Parameters' section with fields for 'Host' (smtp.gmail.com), 'Port' (587), 'SMTP Auth' (checked), 'Start TLS' (checked), 'Username' (ytm.system@gmail.com), 'Password' (masked with dots), and 'Reply to address' (ytm.system@gmail.com).

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

4 Branding and changing the application theme

This article will explain how to change the application theme, the login page appearance, the logo, and the favicon.

Link to the article:

<https://www.youtestme.com/kb/how-to-change-application-theme-and-branding/>

5 Contact Us

Name	Email	Description
Sales Team	sales@youtestme.com	Address the sales team with all concerns regarding the documentation or if you are having trouble doing something in the application.
Support Team	support@youtestme.com	Address the support team if you encounter any technical issues or bugs.