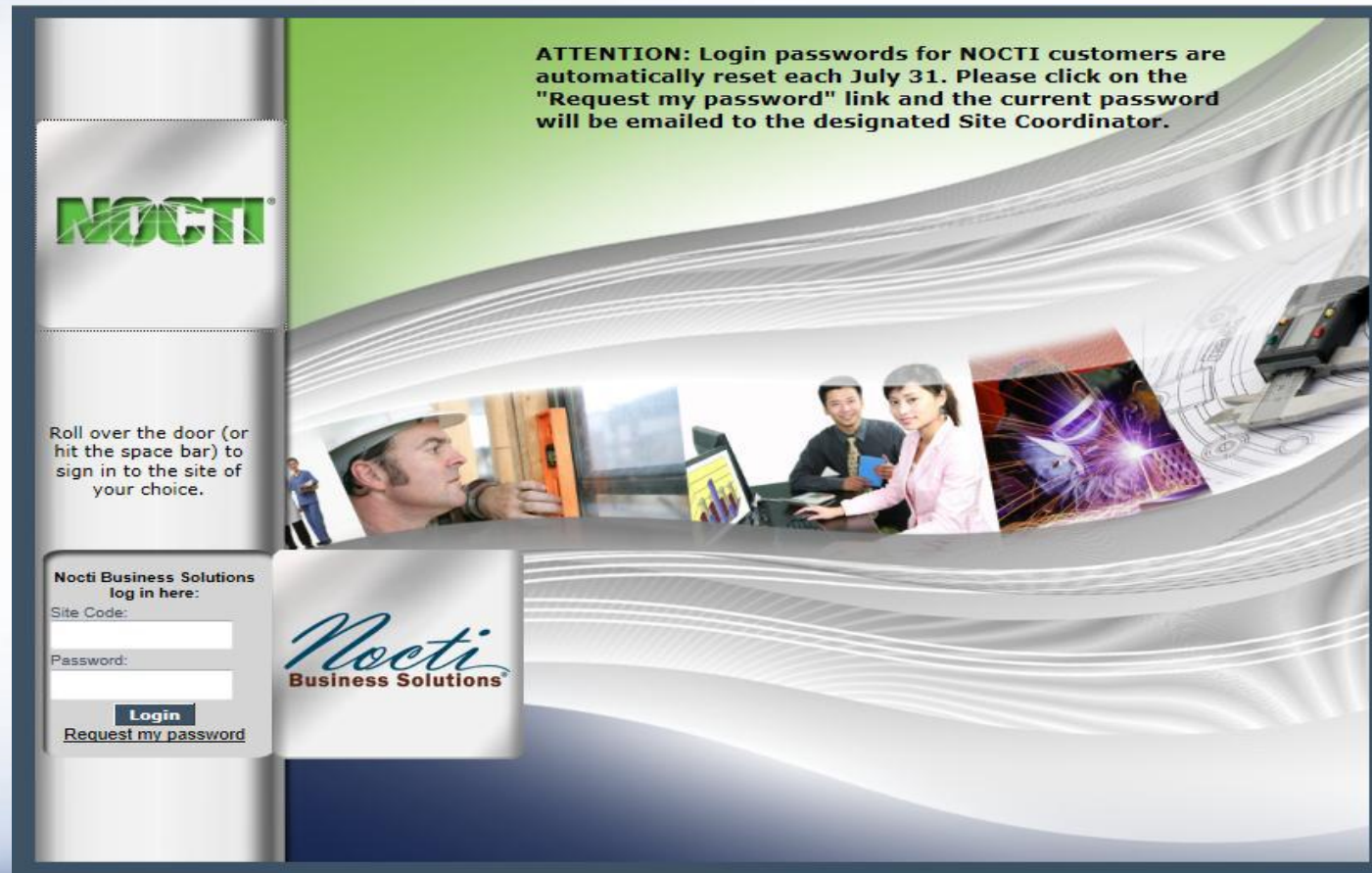


Registration

- Initial Steps:
 - Contact Anne Gielczyk – Nocti Business Solutions (NBS)
800-334-6283 ext. 232 or anne.gielczyk@nocti.org
 - Receive, complete, and return NBS testing agreement (only needs to be done one time) **Kay Cole at kay.cole@nocti.org, (Phone: 800-334-6283 ext. 260)**
 - This identifies the college as a member of AMTEC and provides the college with login instruction and information
 - Receive Welcome Email from NBS with complete instructions for ordering, etc.

- Login to the Client Services Center from the homepage –
<http://clientservices.nocti.org>



ATTENTION: Login passwords for NOCTI customers are automatically reset each July 31. Please click on the "Request my password" link and the current password will be emailed to the designated Site Coordinator.

NOCTI

Roll over the door (or hit the space bar) to sign in to the site of your choice.

Nocti Business Solutions log in here:

Site Code:

Password:

[Login](#)

[Request my password](#)

Nocti
Business Solutions

Place an Order



You are currently logged in as site: **Site Code:**

[Go to the NOCTI Client Services Center](#)

Nocti
Business Solutions®
Client Services Center

Home

Place an Order

Pick Up User Codes

Manage User Codes

View Score Reports

Locate Resources

Contact Us

Online Privacy Statement

Rules of Use

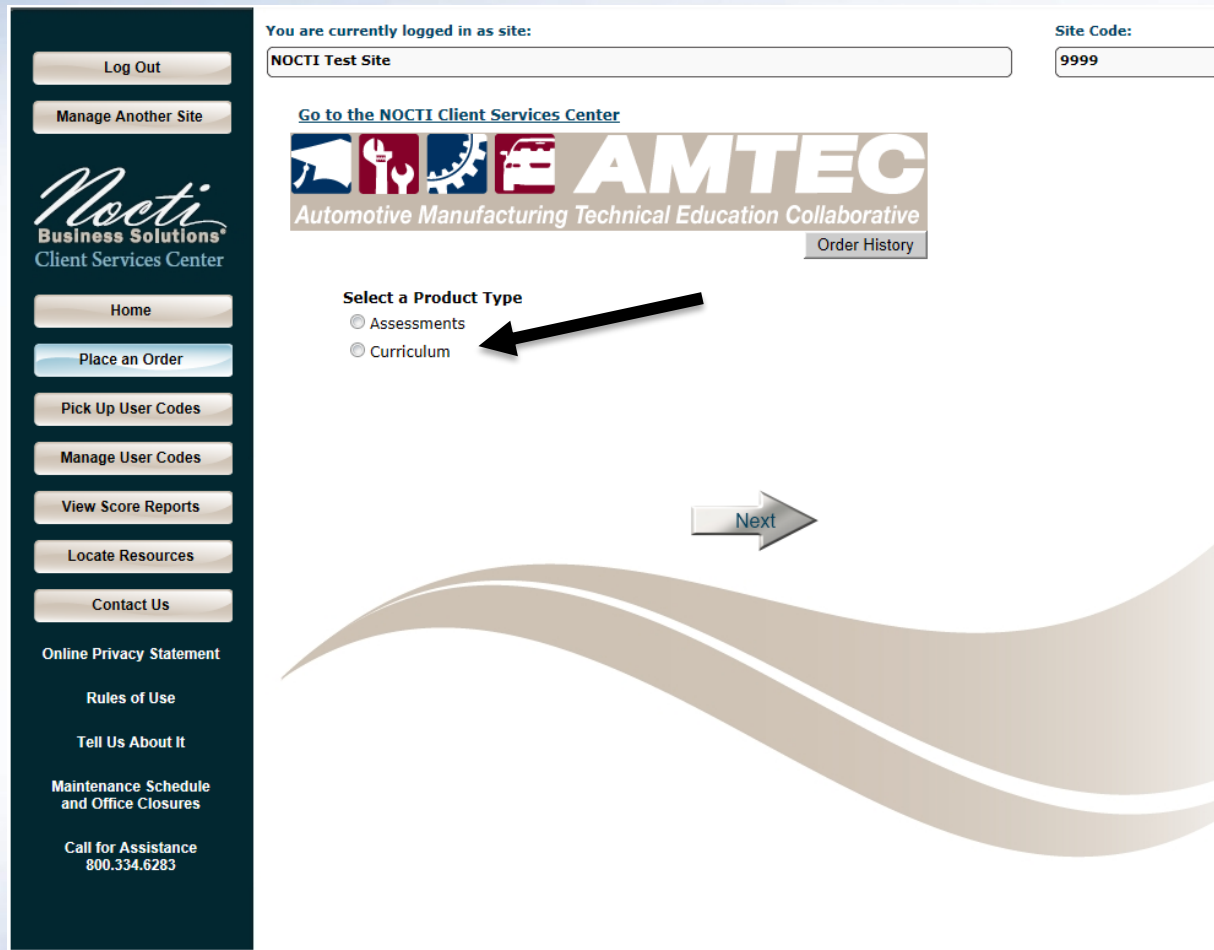
Tell Us About It

Maintenance Schedule
and Office Closures

Call for Assistance
800.334.6283


Nocti
Business Solutions®
Client Services Center

Choose Your Service



You are currently logged in as site: **Site Code:**

[Go to the NOCTI Client Services Center](#)



AMTEC
Automotive Manufacturing Technical Education Collaborative

[Order History](#)

Select a Product Type

- Assessments
- Curriculum

[Next](#)

Navigation Sidebar:

- Log Out
- Manage Another Site
- Nocti* Business Solutions Client Services Center
- Home
- Place an Order
- Pick Up User Codes
- Manage User Codes
- View Score Reports
- Locate Resources
- Contact Us
- Online Privacy Statement
- Rules of Use
- Tell Us About It
- Maintenance Schedule and Office Closures
- Call for Assistance 800.334.6283

To Order Assessments

- Specify level of test takers

What level are your test takers?

- Secondary
- Post-Secondary
- Business/Industry

- Determine if you want scores displayed to test taker

(default)

Display scores to test takers?

- Yes
- No

To Order Assessments (cont.)

- Select the appropriate Assessment title
 - General Maintenance – Mechatronic (test code 8060)
 - One of the 13 Diagnostic Topic Level Assessments

Basic Electricity

Controls and Instrumentation

Drafting/Schematics

PLC - Allen/Bradley

Fluid Power

Robotics

Mechanical Drives

Computer Literacy

Preventive Maintenance

Safety

Welding

PLC - Siemens

Machine Tools

To Order Assessments (cont.)

- Select the number of assessments to order
- Add to the cart

You have selected: 8060 General Maintenance - Mechatronics (AMTEC)

Number of online tests to be ordered:

Pricing
\$ 00.00 per online assessment (multiple choice)

Add to Order or Checkout

- If ordering is complete, select

Proceed to Checkout

- If you would like to add modules to your order or additional assessments, select

Continue Shopping

- You may also delete your order by selecting

Empty Cart

Proceed to Checkout

- After you have determined the proper orders of Assessments and/or Modules, proceed to checkout.
- Accept the security reminder to begin order processing.
 - If the security reminder is not accepted, your order will terminate

Security Reminder

Security Reminder

Assessment security involves procedures for shipping, receiving, storing, disseminating and controlling assessment materials, in both hard copy and online formats. Before finalizing your order, please acknowledge the following security requirements:

- Assessment instruments shall not be reproduced, in whole or in part, in any fashion.
- Teachers for the content area in which the assessment is administered are prohibited from proctoring their own students or students in a similar educational or Career Technical Education program during the multiple-choice (written) assessments, in both online and paper/pencil formats.
- Teachers are prohibited from serving as evaluators for performance assessments. Third party, non-instructional individuals must be selected when identifying evaluators.
- Assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects may not be shared with secondary or post-secondary teachers at any time, under any circumstances. Additionally, teacher access to the Client Services Center is prohibited using the site coordinator's log-in credentials
- Testing sites must protect the integrity of QuadNet™, NOCTI's online testing and management system. Access to password-protected sites is restricted to individuals qualified to take part in the local testing program (e.g., students taking an assessment, site coordinators accessing the Client Services Center)

The bullets above are excerpts from the NOCTI Security Policy. The complete NOCTI Security Policy may be accessed by clicking on this link: http://www.nocti.org/PDFs/Forms/Testing_Agreement.pdf.

Clicking on the **ACCEPT** button verifies you are an authorized user of this system and have agreed to abide by and enforce all the terms and conditions of the NOCTI Security Policy.

ACCEPT

DECLINE

Checkout

- Choose to remit payment via PO Number or Credit Card

Billing Information

Select a payment option...

PO Number

Credit Card

Save Order and Return Later

Return to Shopping Cart

Purchase Order Transactions

- “You are required to provide a physical copy of your purchase order for curriculum orders. If you do not upload a PDF copy or fax it to 231-796-4699, you will be contacted by a Nocti Business Solutions representative and your order will not be processed until a purchase order is received.”*

PO Number: PO Filename:

Uploading a PDF copy of your purchase order may streamline order processing.

You are required to provide a physical copy of your purchase order for curriculum orders. If you do not upload a PDF copy or fax it to 231-796-4699, you will be contacted by a Nocti Business Solutions representative and your order will not be processed until a purchase order is received.

Would you like to upload your purchase order now?

Credit Card Transactions

Provide the necessary information

Use credit card on file? Yes No

Credit Card Type:

Credit Card Number:

Card Verification Code:

Expiration Date: (MM/YYYY) :

Name on Credit Card:

Use this card for future orders? Yes No

End Transaction

- Choose to “Complete” the transaction
- Review your billing information and
- “Submit”
- Once the order is submitted, it will take a few seconds if you ordered assessments because it is going through the process of generating user codes.
- User codes should be available within 30 minutes of the time the order is submitted.