

Adding/Removing Students From Test Sessions

Adding Students

1. Log in to the ACT Aspire portal at: www.actaspire.org.
2. From the **Test Session** screen, select the test session in which the student will be added. This action will open the **Test Session Details** screen.
3. Click the **+Add** button.
4. Select the box next to the student's name that should be added, then click **DONE**.

**Students who are added to test sessions may need to have their authorization tickets reprinted for that test session.*

Removing Students

1. Log in to the ACT Aspire portal at: www.actaspire.org.
2. From the **Test Session** screen, select the test session in which the student will be removed. This action will open the **Test Session Details** screen.
3. Click the **-Remove** button.
4. Select the box next to the student's name that should be removed, then click **DONE**.

**Students must be in Ready or Scheduled status to be removed from a test session.*

Moving Students to a New Session

1. Log in to the ACT Aspire portal at: www.actaspire.org.
2. From the **Test Session** screen, select the test session in which the student will be removed. This action will open the **Test Session Details** screen.
3. Click the **-Remove** button.
4. Select the box next to the student's name that should be removed, then click **DONE**.
5. From the **Test Session** screen, select the test session in which the student will be added. This action will open the **Test Session Details** screen.
6. Click the **+Add** button.
7. Select the box next to the student's name that should be added, then click **DONE**.

Additional training available at <http://www.actaspire.tms.pearson.com/>.