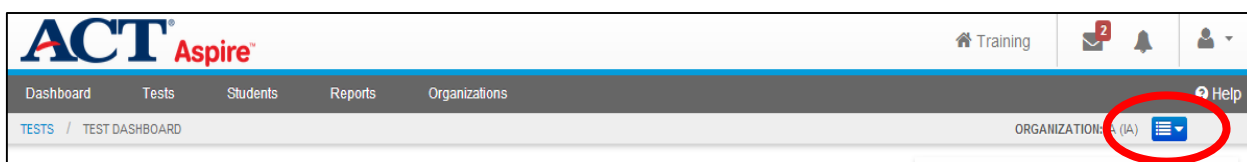# Session Set-up Process

To set up test sessions for the ACT Aspire exam, please follow the step-by-step instructions listed below.

1. Log into the ACT Aspire Portal at: www.actaspire.org.
2. Navigate to the blue and white icon located in the upper, right corner to select your school.

3. Click **New Test Session** to select the exam that will be administered, then choose the desired mode, which is highlighted in **blue**.
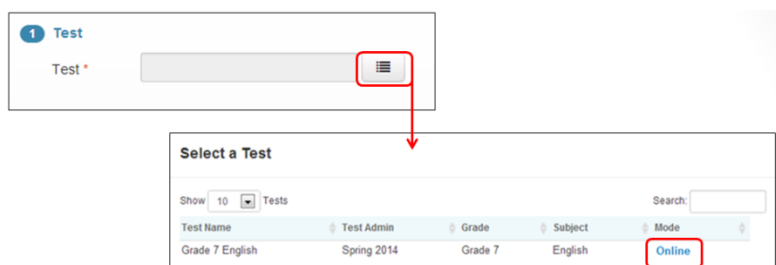
4. Once an exam has been selected, enter the **Test Schedule**, which controls when the test is active.
5. Next, you will give the test session a name. Please note that only the **first 5 characters** in the **Title** field will show up on a paper Pre-ID. Because of this, we suggest the following naming convention:
   a. (Teacher's Initials, Grade, Subject)
      • Example: for Jane Doe's Grade 4 English class, the ID would be: (DG4E) = Teacher: Jane Doe, Grade 4, English
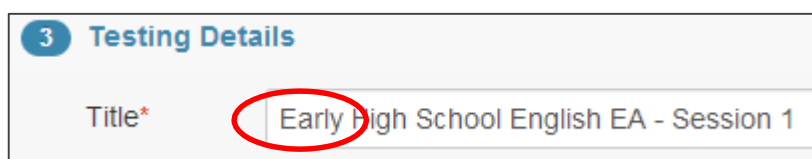
6. Finally, if **Proctor Caching** has been done for your school you will see under **Proctor Caching Details** the details for the **Primary Host IP Address** and the **Primary Host Port**. These details ensure that the system is ready for the test.

Assessment Preparation

a. **If you do not see this information**, navigate to the **Organizations** menu and select **Proctor Cache Settings.**
b. You will find the **Primary Host IP Address** by:
   - For PCs:
     o Go to the **Start** menu on the proctor caching computer.
     o Search for **cmd.exe** in the **Search** field.
     o Type "**ipconfig**" into the command prompt.
     o The IP Address is listed in the **IPv4 Address** row.
     o Enter this information in the **Primary Host IP Address.**
   - For Macs:
     o Go to the **Apple** menu on the proctor caching computer.
     o Select **System Settings.**
     o Select **Network.**
     o Click on the **Active Network Interface** (probably Ethernet).
     o Your **IP Address** will be in the window
c. In the **Port** field enter "**4480**".
d. Hit **Save**. Proctor Caching is now complete.