

Ordering Instructions for ACSI Schools

PreACT[®] and PreACT 8/9[®] Testing

Access the Ordering Platform and Select Your Program

Follow these steps to ensure your school's order is entered correctly:

1. To access CCRIS directly, go to readiness.act.org.
2. Select the "Go to Ordering" button to get to the login screen. On the login screen, enter your username and password.
3. After you have logged into your account, select your **School** as the organization for which you want to order test materials, then select the **Continue** button. If you do not see your school, select **Add an Organization** to add your school.
4. On the dashboard screen, select the shopping cart icon or the **Order Test Materials** link.
5. On the Choose a Product to Order screen, select the **PreACT** link under the logo.
6. On the next screen, select the appropriate Testing Year from the drop-down list.
7. From the Choose Program drop-down list, you should see an ACSI option. Select it.
Note: If you do not see ACSI as an option, do not place your order. Please call ACT for assistance.
8. Select the **Select Schools and Quantities** button. The Order Test Materials dashboard screen appears.

Select Materials and Provide Shipping Information

In this set of steps, you will enter information for individual schools.

1. On the Order Test Materials dashboard screen, select the **appropriate school name** from the available list.
2. On the next screen, enter the quantity of each item you want to order for that school.
For a more detailed description, select the name of each item.
Note: A "PreACT Test Materials Package" contains everything needed to test one student. The quantity entered here must equal the total number of students testing, including accommodations and/or supports students.
3. To complete your order, continue with step 3 on page 3 of the [PreACT Ordering Instructions](#) document.

Tips for Ordering PreACT Materials:

- ▣ Plan ahead—order materials 3–4 weeks prior to your intended testing date(s).
- ▣ Order one PreACT Test Materials Package for every examinee, regardless if they are testing standard time or with accommodations.
- ▣ Accommodations materials can be selected in addition to one PreACT Test Materials Package per examinee.
- ▣ If you have enrolled in ACT District Testing using the ACSI group code, you are eligible for the PreACT8/9 and PreACT Bundle discount. Select the ACSI PreACT Bundle program in the Choose Program drop-down list.

How to Contact ACT for Assistance

If you experience any issues or have questions while ordering, please call ACT Customer Care at 877.789.2925. We will be happy to assist you.