

How to order and send keys

Access the Product Catalog

To access the Product Catalog and order keys, click Catalog to open the corresponding drop-down menu. Once you click Assessments or Practice Tests, the Product Catalog navigation panel display on the right side.

Order practice tests

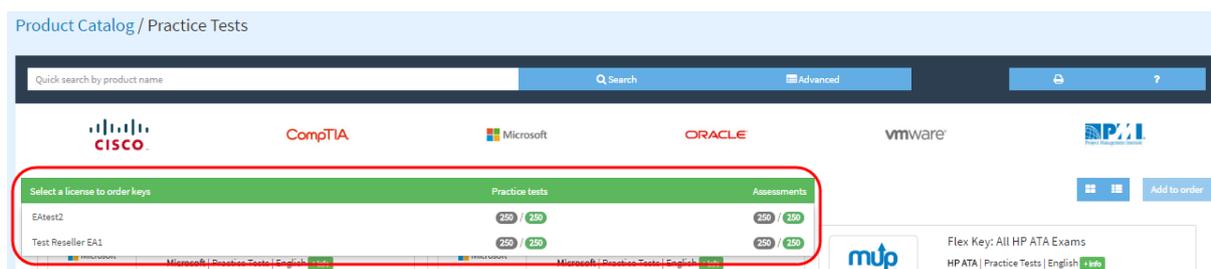
The Product Catalog allows you to **order MeasureUp practice tests**.

To **order** a practice test:

- Click **Practice Tests** under Catalog.
- The **Product Catalog | Practice Tests** window displays. Click **Select a license to order keys** to choose the license you want to use. The drop-down menu **also shows the number of practice test keys and assessment keys** available for use in each license.

Important:

To create keys, you need to **purchase a license**. When you purchase a **specific license**, it includes the number of keys purchased and how many are left available to order. The previous **pay per key** model is now called **license per key**. You continue to be **charged per each key** that is ordered. The term **license per key** is new. You must choose this option before you can order keys at the previous pay per key pricing. You have no limit to the license and can order as many as you like, while you are on a pay per key pricing model.



Product Catalog / Practice Tests

Quick search by product name








Select a license to order keys	Practice tests	Assessments
EAtest2	250 / 250	250 / 250
Test Reseller EA1	250 / 250	250 / 250


 Flex Key: All HP ATA Exams
 HP ATA | Practice Tests | English

Select a license to order keys	Practice tests	Assessments
Bundle 750 Microsoft	750 / 747	0 / 0
Per Key Microsoft	6	0
Custom Bundle Microsoft	333 / 327	0 / 0
Bundle 250 Media Interactiva	247 / 247	0 / 0

- When you select the license, a list of available products displays. With this new classification, you no longer see vendors which are not included in the license you purchased. If you would like to add additional vendor licenses, please contact your sales representative.

Search for a practice test using the quick search option or search by vendor

Product Catalog / Practice Tests

Quick search by product name

3 → Cisco CompTIA Microsoft ORACLE vmware

Etest2 Practice tests: 240 Assessments: 250 ← 1

2 → [Boxes Mode] [List Mode] Add to order

4 → Quick search by product name

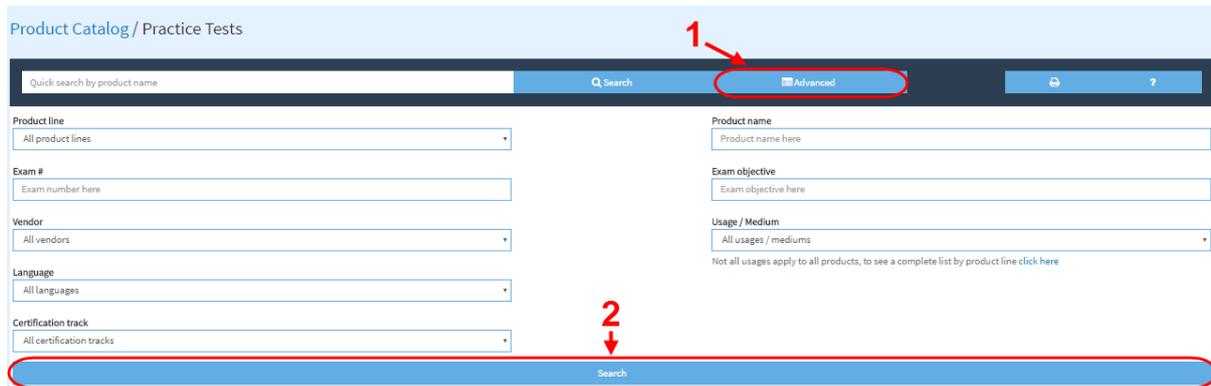
Product cards include:

- Flex Key: All Microsoft Exams (Microsoft | Practice Tests | English)
- Flex Key: All MTA Exams (Microsoft | Practice Tests | English)
- Interconnecting Cisco Networking Devices Part 1 (Cisco | Practice Tests | English)
- Oracle Forms: Build Internet Applications (Oracle | Practice Tests | English)
- Interconnecting Cisco Networking Devices Part 2 (Cisco | Practice Tests | English)
- Cisco Certified Network Associate (CCNA) (Cisco | Practice Tests | English)

1. Click here to select a different license.
2. Click here to change the view mode of the product list (boxes mode | list mode).
3. On the top, you can see the different vendor logos. Click any of them to see specific products for those brands only.
4. Quick search bar: enter the product name to run a quick search.

Search for a practice test using the advanced search option

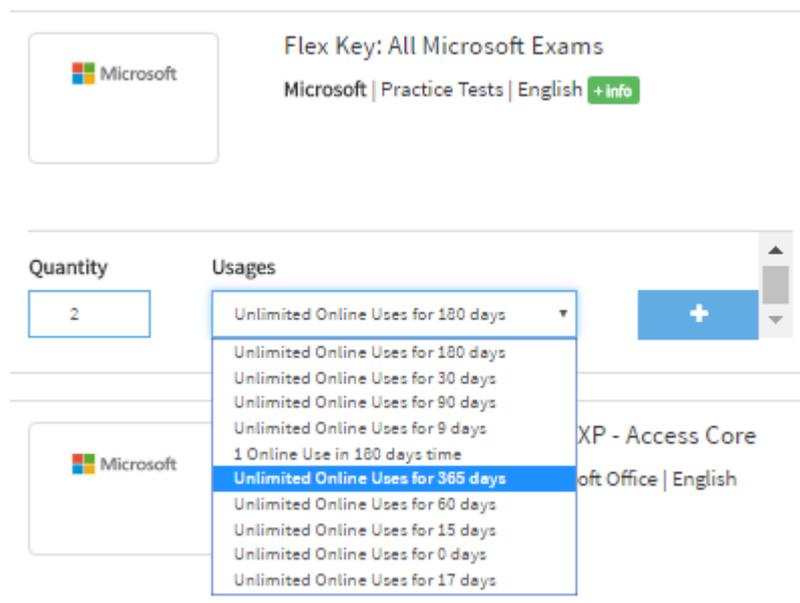
To narrow your search results, click **Advanced** (1). Then, **enter the criteria** you are looking for and click **Search** (2).



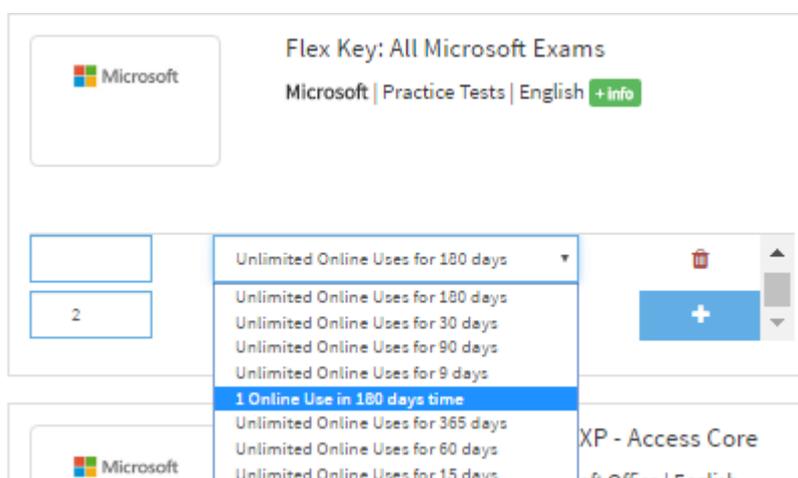
Assessment Field	Action
Product line	Select from a list of product lines.
Exam #	Search for a practice test by its exam number.
Vendor	Search for a specific vendor practice test, such as Microsoft, Cisco, CompTIA and others.
Language	Search for a specific language.
Certification track	Search for a practice test by its certification track, such as MCTS – Microsoft Server 2008 Active Directory Configuration.
Product name	Search for a specific product name, such as Microsoft 70-533 Implementing Microsoft Azure Infrastructure Solutions.
Exam objective	Search for practice test objective, such as Troubleshooting, Repair and Maintenance.
Usage/Medium	Search for the number of usages.

Choose quantity and usage type

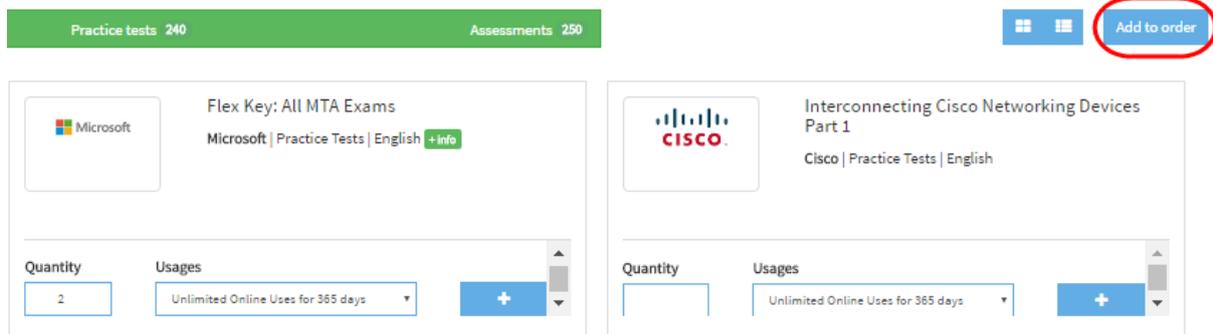
1. In the **Quantity** box, enter the number of practice tests you want. Select the **usage** in the Usages drop-down menu.



2. Optional: click the  icon if you want to **add different types of usage** for the practice tests in your order.



3. Click **Add to order** to add the selected products to your cart.



The item(s) will be added to your cart.

Manage your cart

Once you have added the test to your order, you can configure it by using **Advanced Test Options** or **Express Test Options**.

Advanced Test Options

Once you have added the products to your order, you are taken to the **Cart/Advanced Test Options** page. You can also access this page by clicking the cart  icon at the top of the page.

You can configure it to send (or not send) an **email message** about a **test taker's results** to a specific email address or addresses. You can also **assign a report group** and **add information about the email recipient or a description**. When you have configured your settings on all tabs, click **Finish** to complete the process.

The following table describes **the test results options**.

<p>Emails results</p>	<ul style="list-style-type: none"> ● Do not email results: does not email the test taker's results. If you select this option, you will not see an Email field. ● Always email results: always emails the test taker's results to the specified email address. <p>When you select this option, the Partner site displays an Email field. Specify the email addresses to which you want to email the results. When entering multiple addresses, separate each with a semicolon.</p> <ul style="list-style-type: none"> ● Email results first time taken: emails the test taker's results to the specified email address the first time the test taker finishes an assessment or practice exam.
-----------------------	--

	<p>When you select this option, the Partner site displays an Email field. Specify the email addresses to which you want to email the results. When entering multiple addresses, separate each with a semicolon.</p> <ul style="list-style-type: none"> ● Cert Mode - Email results first time passed: emails the test taker's results to the specified email address the first time the test taker passes the assessment or practice exam in certification mode. <p>When you select this option, the Partner site displays an Email field. Specify the email addresses to which you want to email the results. When entering multiple addresses, separate each with a semicolon.</p> <ul style="list-style-type: none"> ● Cert Mode – Email results every time passed: emails the test taker's results to the specified email address every time the test taker passes the assessment or practice exam in certification mode. <p>When you select this option, the Partner site displays an Email field. Specify the email addresses to which you want to email the results. When entering multiple addresses, separate each with a semicolon.</p>
Report group	This field is optional. To compare an individual's results with other test takers' assessment results, you must add the individual to a group. T
New Group Name	Enter the name of the new group in the text field.
Recipient/Description	This field is optional. Type in the test taker's name, the class name, or other notes.

Express Test Options

If you do not want to configure the test and the questions settings, you can switch to **Express Test Options** by clicking **Switch to Express View**. In this view, you just need to configure the general options.

Complete your order later

You do not need to configure your test and complete your order immediately after adding it to your cart. You can do it, and also change the current options, later on. For that, you just need to click the cart  icon at top of the page, and then click the **Options summary** icon. You will access the Advanced Options page of the product.

Cart / My current cart

The items has been saved correctly

Order information

First name: PO#:

Last name: Note to end user:

✓ EAtest2 Practice tests: 243 Assessments: 250

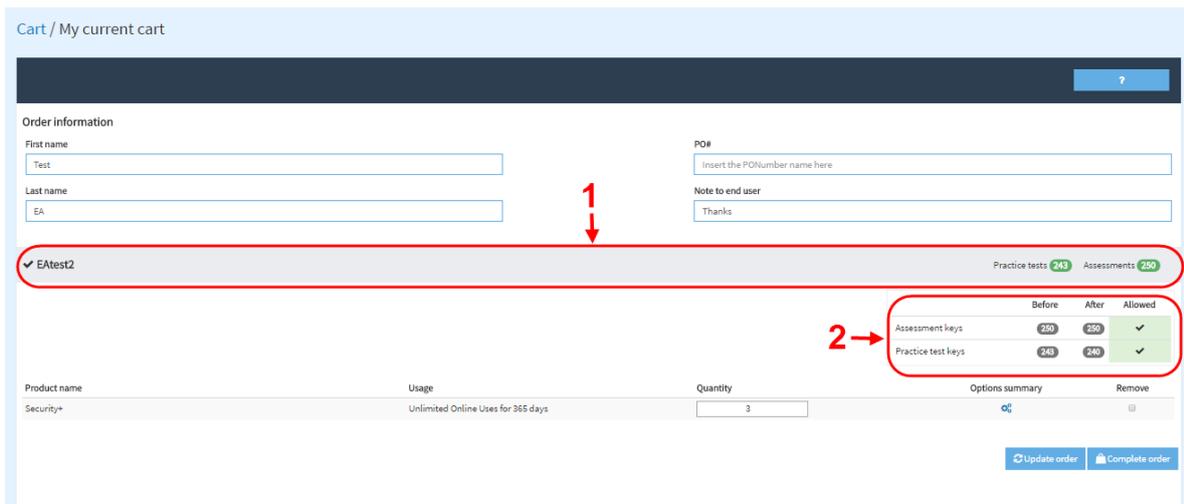
	Before	After	Allowed
Assessment keys	250	250	✓
Practice test keys	243	240	✓

Product name	Usage	Quantity	Options summary	Remove
Security+	Unlimited Online Uses for 365 days	<input type="text" value="3"/>		

In this page, you can also change the quantity or remove the product. Once you have finished filling these options, you can update the order or complete it.



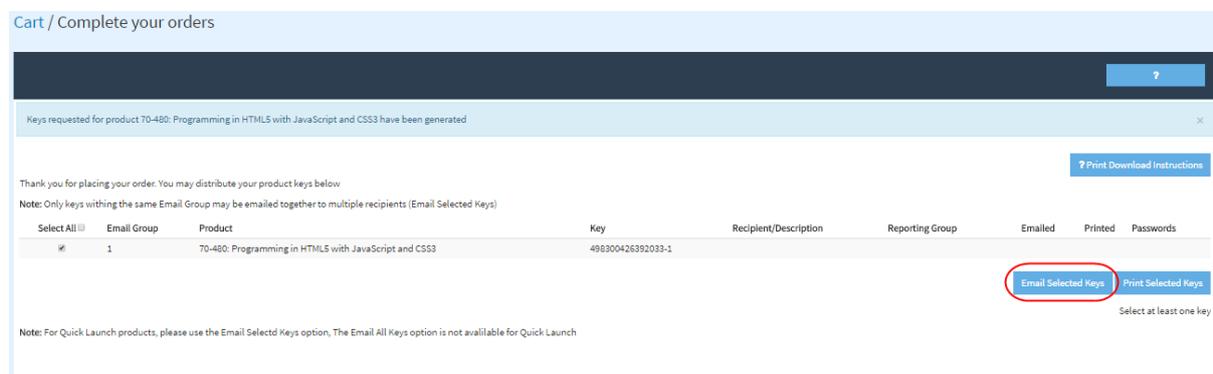
The page also allows you to view the license you are using (1), as well as the available keys before and after completing the order (2).



Complete your order: email and print the keys

Email keys

If you click **Complete order**, you are taken to the **Cart/Complete your orders** page. You can email a test's registration key by selecting the key and clicking **Email Selected Keys**.



Cart / Complete your orders

Keys requested for product 70-480: Programming in HTML5 with JavaScript and CSS3 have been generated

Thank you for placing your order. You may distribute your product keys below

Note: Only keys within the same Email Group may be emailed together to multiple recipients (Email Selected Keys)

Select All	Email Group	Product	Key	Recipient/Description	Reporting Group	Emailed	Printed	Passwords
<input checked="" type="checkbox"/>	1	70-480: Programming in HTML5 with JavaScript and CSS3	498300426392033-1					

[Print Download Instructions](#)

[Email Selected Keys](#) [Print Selected Keys](#)

Select at least one key

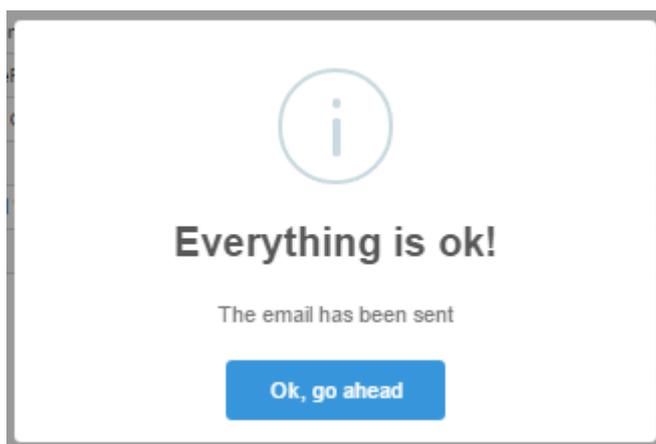
Note: For Quick Launch products, please use the Email Selected Keys option. The Email All Keys option is not available for Quick Launch

A new window opens. Enter the **email address** or **addresses** you want to send the key to in the **To** field. If you enter **multiple email addresses**, use a **comma** to separate them.

Note that the total number of **email addresses** must match the number of **keys** to be emailed. The **message field** contains the **email key properties** (key number, product name, registering end date...), as well as the **registration instructions**.

Field	Action
From file	Select a preset list of addresses . The list must be a plain text file (no Word or Excel documents) and have each email address on a separate line .
Recipient group	Select any group or super group you have created.

Once you have finished entering all the data, click **Send** to send the email. If **everything is correct**, the window below will appear. Click **Ok, go ahead** and you will be taken to the **Cart | Complete your order** page again.



Print keys

You may also print the key properties and usage instructions by clicking Print Selected Keys after selecting the keys you want.

Cart / Complete your orders

Keys requested for product 70-480: Programming in HTML5 with JavaScript and CSS3 have been generated

Thank you for placing your order. You may distribute your product keys below

Note: Only keys with the same Email Group may be emailed together to multiple recipients (Email Selected Keys)

Select All	Email Group	Product	Key	Recipient/Description	Reporting Group	Emailed	Printed	Passwords
<input checked="" type="checkbox"/>	1	70-480: Programming in HTML5 with JavaScript and CSS3	498300426392033-1					

Buttons: Email Selected Keys, **Print Selected Keys** (circled), Select at least one key

Note: For Quick Launch products, please use the Email Selected Keys option. The Email All Keys option is not available for Quick Launch

The following window displays, you just need to click the printer  icon.

Keys Distribution / Print Keys

This page displays a certificate for all keys created. Please note the following:

- Each section (key) will print on a separate certificate.
- Each certificate will contain a unique key ready for registration.
- Each certificate will display instructions on how to register the key.
- Keys must be registered by the date indicated.
- To remove page numbers, etc from the certificates:
 - Click on "File" on the top bar of your Web Browser.
 - Click on the "Page Setup" option under the "File" menu.
 - Clear out the header/footer fields.

Product Key - 498300426392033-1

See below for usage instructions

Key Properties

Note To User: Thank You

Product Name: 70-480: Programming in HTML5 with JavaScript and CSS3

Key Must be Registered By: 03/07/2017 12:03

Maximum Product Usages: Unlimited, non-concurrent usage

Months Product Can Be Used: 100

Usage Instructions

MeasureUp Product Registration Instructions

- Log in and go to your Learning Locker, using your access page: <http://www.measureup.com/>
- Once you are in your Learning Locker, click the "Register Key" button on the Learning Locker toolbar.
- Read and consent the Licence Agreement. You can access this Software Licence Agreement by clicking on "Licence Agreement" button. To proceed you must check the consent box.
- Enter the product Key in the box exactly as it was provided. Please, do not remove any dashes or substitute any numbers.
- Return to the Test view by clicking the "Test" button on the Learning Locker toolbar. Now your test is available and you can begin. Click the "Begin Test" button of the product you wish to use and follow the instructions.

See our Knowledge Base Articles for detailed information: <http://www.measureup.com/getSupport/gettingSupport.aspx?303190-Key-registration>

Questions? See our FAQ's or information on how to contact our Support team at <http://www.measureup.com/getSupport.aspx>.