Quick Guide
Assessment Registration: Verification

This section provides directions for the Test Site Administrator and Test Site Coordinator to verify/confirm assessment registration details:

- Candidate Username
- Candidate First and Last Name
- Assessment Enrollment

Verification must be completed prior to Assessment Administration. Any errors (including misspelled names) must be fixed before testing occurs. Please notify AAFCS via email to correct the errors. In the email, please provide the Test Site Code assigned by AAFCS.

Navigate to the AAFCS Pre-PAC Management System website:
http://www.aafcs.org/prepac-management

Click on Step 4: Assessment Administration and then “Click to Log-in to Proctor Pre-PAC Exam.”

On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.
Click on Exam Sites

Click on the Site Name in the list of Exam Sites

Click on the “Events” tab

In the list of Events, click on the title of the Assessment to be administered.

The exam roster will be listed. Verify that the Username, enrolled exam title, and the First and Last Name of the candidate are correct. If there are changes or corrections, please notify AAFCS prior to testing.

Once you have verified your candidates, log out by clicking the name in the far right on the gray navigation ribbon and select “Log Out.” No further action is needed. Please do not do anything else at this time.