

# Quick Guide

## Assessment Registration: Template



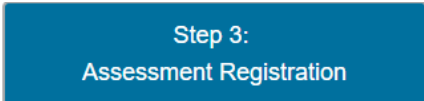
This section provides directions for the Test Site Administrator and Test Site Coordinator to complete and submit the Assessment Registration Template.

**NOTE:** Once assessment product(s) have been purchased and the order has finalized, the Test Site Administrator and Test Site Coordinator will receive email confirmation that it is time to register test candidates. All test candidates must be registered with AAFCS prior to testing.



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

Click on Step 3: Assessment Registration



Step 3:  
Assessment Registration

**Step 1:** [Download Pre-PAC Registration Template](#)

**Step 2: Complete a registration template for each assessment title ordered.** The template will allow up to 75 test candidates. A separate template can be used for additional test candidates (above 75). Provide the following information in the template:

**Column A: Candidate First Name (Required)**

**Column B: Candidate Middle Name**

**Column C: Candidate Last Name (Required)**

**Column D: Candidate ID Number (Required)**

Enter the Student's Unique ID Number (up to 15 characters) that identifies them at the test site (typically this is a school-issued or state-issued number used for reporting purposes) -- For Indiana test sites, the STN must be provided

**Column E: Assessment (Required)**

Enter the name of the Pre-PAC assessment to which the candidate should be assigned

**Column F: State (Required)**

Enter the 2 Letter State Abbreviation in ALL CAPS

**Column G: Test Site Code (Required)**

Enter the Test Site Code assigned by AAFCS

**Step 3: Save the registration template as a Word file (doc or docx) using the file name protocol: Test Site Code and Assessment Title**  
(Example: NA180999CulinaryArts).

**Step 4: Upload a completed template for each for each assessment title ordered using the [Assessment Registration Portal](#) located at the bottom of the page.**

**NOTE:** A separate template must be completed and saved for each assessment title ordered.