**SAM 2016**

**Student Registration Instructions**

**(Temporary Account for Testing)**

1. Before entering Cengage SAM to create you a temporary testing account, you need to be sure you have an email account OTHER than your UA Little Rock email that has never been used in SAM at any institution. Suggestion: create a new free email account at yahoo.com to use for this testing.
2. Go to http://sam.cengage.com to set up your temporary 14-day testing account; click on “**New User.**” In the future (during the 14-day grace period) you will use this link to return to SAM and enter the username/password created in the steps below to Log In. (Since the account will last only 14 days, create it near the time you plan to test.)
3. Enter the Institution Key (**T2026598**) and click **Submit**. It will ask you to confirm that you have the correct iKey. Click **Ok**.
4. When asked to enter the 18-digit SAM Access Code, select “Enter Later”—you will be given temporary access (2 week) during which you can take the competency exam multiple times if needed to reach the passing score of 70%.
5. The MY PROFILE page will display, enter your profile information and click **Save**. NOTE: If you already have a SAM account using this email address, you will receive a note that the user already has an account. Following instructions in step 1 to create a new account with a different email address.
6. Review the Terms & Conditions and click “I Agree.”

1. On next screen click on “Click here to join a section.”
2. Click on “Join a Section” and then use the dropdown box to **filter the sections by the instructor name Mitchell, Robert. Carefully, select the IT Competency Exam 2019 section** by clicking on the Join Section icon to the far right of the section name.
3. Then click on the Activities link at top of screen and then click Activity List where you can access the **IT Competency Exam 2019**.
4. You can either take the exam now or log off the system to take the exam later.
5. Once you score 70% or higher on the exam: If you are testing at home or in a location other than the UA Little Rock Testing Center, send an email stating your name, T#, date of test, and score to the following email account immediately: rbmitchell@ualr.edu. Print a copy of test score for documentation before closing exam.