

Unit Registration Procedures

The following steps pertain to the “Unit” registration “ONLY”!!! The purpose of these procedures is for the unit to gain access to the online testing site. The unit registration will be accomplished by the unit commanding officer or his or designated adult leader. **At no time will a cadet be given direct access to this site except when taking an on-line test under the direct supervision of the unit commanding officer or his or designated adult leader.** ALL troubleshooting issues will be directed to sbunting@navyleague.org.

Step #1

Access the site via COMPASS training portal <http://compass.seacadets.org>. Under “Cadet Advancement” on the menu click on Unit Registration Procedures. The following screen will appear.



The screenshot shows the login interface for the USNSCC Online Testing Center. At the top, the title "USNSCC Online Testing Center" is displayed in a bold, dark blue font. Below the title, the instruction "Enter your assigned Login ID and Password" is centered. There are two input fields: "Login ID:" followed by a white text box, and "Password:" followed by a white text box. Below these fields are two buttons: "Login" and "Forgot Password". Underneath the buttons, the text "Need a Login ID?" is centered, followed by "Click here to self register." in a red font. Below this text is a "Register" button. At the bottom of the page, there is a footer containing the text: "This site powered by TestManager and SurveyManager from ACTS Corporation. Copyright © 2001-2006, ACTS Corporation. All Rights Reserved."

Step #2

Click on the “Register” button under the words [Click here to self register](#). The following screen appears.

USNSCC Online Testing Center
Registrant Information
Please complete all fields and click on the Submit button.
Login ID may be up to 16 characters and should not contain spaces or punctuation.

Create Login ID:

Password:

(Retype) Password:

Name (First/MI/Last)

Email Address

NSCC ID/SSN

Region

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Step 3

Fill-in the blanks. **ALL information on this screen pertains to the unit CO.** The Login ID is your “**unit code**”. IF you are not sure, it can be found on your ID card; the upper left hand corner of your quarterly MARS report. IF you are still unsure please email sbunting@navyleague.org. Create a Password you can remember!! The “Name” pertains to the unit CO or designated “adult” leader. The email address pertains to the CO or designated “adult” leader. SSN is self-explanatory. Click on the “down-arrow” to select your applicable region. Example 05. There are “no” sub-regions. When “all” of the blanks are completed click the “submit” button.

Step 4

When you completed “Step 3” notify NHQ by emailing sbunting@navyleague.org “requesting permission” to access the system. NHQ will activate the unit CO permissions within the system. You will be notified that you may proceed to the on-line tutorial. The tutorial is accessed as well through the COMPASS Training Portal under Cadet Advancement. Click on the “On-line Tutorial” link.

Step 5

Once you have read and understood the tutorial you can precede to the testing site. Again, through the COMPASS Training Portal under Cadet Advancement click on the link for the test site. Following the instructions in the tutorial you as the unit CO have the following permissions.

Unit Commanding Officer Permissions

1. Unit CO’s will have permission to register a cadet for an online test.
2. Print a “paper” test.
3. Enter the answers for a “paper” test.
4. View archived history of “unit” exams.