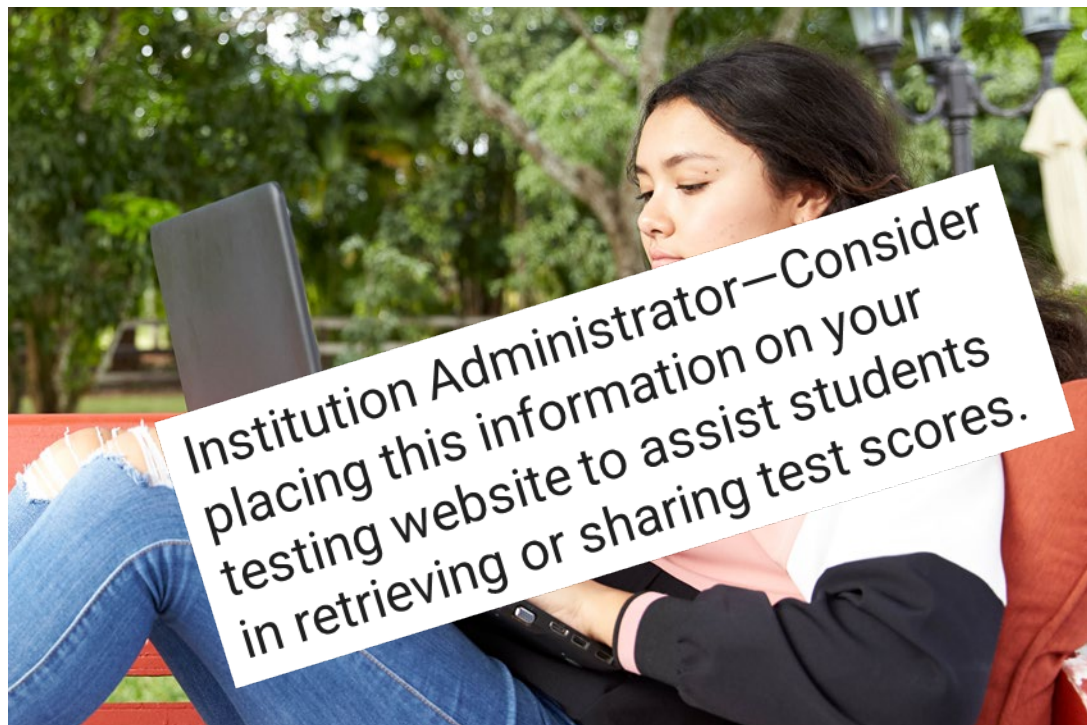


Steps for Students to Receive and Share TSIA2 Test Scores



01

Access Test Scores

Go to the [TSIA Student Portal](#) and click on "Your ACCUPLACER® Score Report" option.

02

Enter the Required Data

[Click here](#) for Instructions.

Key Fields:

- Student ID
 - Enter either your Primary or Supplemental ID.
 - Contact your institution if you need assistance.
- Student Institution
 - Select the institution you tested under (HS or IHE).

03

Confirm Receipt

Contact the institution you shared your scores with to confirm that they were received.

Steps for Institutional Administrators to Retrieve Shared TSIA2 Test Scores



01

Turn On or Off Score Report Sharing

Log in to tsia2.accuplacer.org as an Institution Administer. Go to **Users > Manage Profiles > Institution Profile** to ensure the Individual Score Report Sharing agreements are selected. By selecting both agreements, your institution will receive email notifications and score reports directly from ACCUPLACER® for students testing at other institutions who have requested their scores be shared.

02

Create Institution Score Reporter Roles

If you have not yet assigned a staff member(s) the role of Institution Score Reporter, [click here](#) for instructions.

03

View Shared Scores

Both the Institution Administrator (IA) and the Institution Score Reporter roles can view all shared Individual Score Reports (ISRs) via **Reports > Student Shared Individual Score Reports**. Note: Only staff who have been assigned Institution Score Reporter roles can export and print shared ISRs.

Steps for Site Managers to Correct Invalid TSIA2 Student Email



Updating a Student's Email

1. Log in to tsia2.accuplacer.org as an **Institutional Administrator, Site Manager, or Proctor Reporter**.
2. Go to **Users > Manage Profiles > Student Profiles**.
3. **Select the box** next to the student info that you wish to edit.
5. Under **Action**, click on the option to **Edit** the information requested.
6. **Save Changes**.