

MOST COMMON USER ROLES (See User Guide for information on the other 6 types of Users)	RESPONSIBILITY											
	Primary purpose	Create user credentials	Administer tests	Create vouchers	Edit student profiles	Create institutional level branching profiles and placement rules	Create site level branching profiles, placement rules, and custom messages	Access and manage COMPANION™ materials	Access data/run reports across all test sites	Access data/run reports across assigned test sites	Allocate test units across all test sites	Receive individual score reports sent by students from outside the institution
Institutional Administrator (IA)	Responsible for the training, security, use, and maintenance of ACCUPLACER® at the institution.	X			X	X		X	X	X	X	X
Site Manager (SM)	Manages testing site(s) assigned by the Institution Administrator.	X		X	X		X	X		X		X
Proctor-Reporter (PR)	Proctor ACCUPLACER and run Reports.		X	X	X			X		X		
Proctor (P)	Proctor ACCUPLACER		X	X								
Institutional Score Reporter (ISR)	Generate individual score report for all the institutional sites and receive scores sent by students from outside the institution.								X			X