

Ordering Instructions

PreACT 8/9[®] State Testing

Access the Ordering Platform and Select Your Program

Follow these steps to ensure your district's order is entered correctly:

1. Go to the PreACT 8/9 section of your state testing program's website and under the "Configuration" header, open the link to the College and Career Readiness Information System (CCRIS). To access the CCRIS directly, go to readiness.act.org.
2. Select the "Go to Ordering" button to get to the login screen. On the login screen, enter your username and password.
3. After you have logged into your account, select your **District** as the organization for which you want to order test materials, then select the **Continue** button. If you do not see your district, select **Add an Organization** to add your district.
4. On the dashboard screen, select the shopping cart icon or the **Order Test Materials** link.
5. On the Choose a Product to Order screen, select the **PreACT 8/9** link under the logo.
6. On the next screen, select the appropriate Testing Year from the drop-down list.
7. From the Choose Program drop-down list, you should see an option indicative of your state's testing program. Select it.
Note: *If you do not see your state testing program as an option, do not place your order. You must select your state program to ensure accuracy in reporting and billing. Please call ACT for assistance.*
8. Read the details of the Delivery Requirements section in the gray box. Then select the box attesting to the statement, "I agree to the Delivery Requirements."
9. Select the **Select Schools and Quantities** button. The Order Test Materials dashboard screen appears.

Select Materials and Provide Shipping Information

In this set of steps, you will enter information for individual schools.

1. On the Order Test Materials dashboard screen, select the **appropriate school name** from the available list.
2. On the next screen, enter the quantity of each item you want to order for that school.
For a more detailed description, select the name of each item.

Note: *A "PreACT 8/9 Test Materials Package" contains everything needed to test one student. The quantity entered here must equal the total number of students testing, including accommodations and/or supports students.*

3. To complete your order, continue with step 3 on page 3 of the [PreACT Ordering Instructions](#) document.

Tips for Ordering PreACT 8/9 Materials as Part of a State Testing Contract:

- Plan ahead—order materials 3–4 weeks prior to the schools' intended testing date(s).
- Check the ordering window on your state testing program's Schedule of Events. The Schedule of Events is posted on your state testing program's website.
- Order one PreACT 8/9 Test Materials Package for every examinee, regardless if they are testing standard time or with accommodations.
- Accommodations materials can be selected in addition to one PreACT 8/9 Test Materials Package per examinee.
- The payment information screen should show \$0.00. If it is showing a dollar amount, go back and ensure that you have selected your state's testing program.
- **Do not complete the order if an amount other than \$0.00 appears.**
- Helpful hints for completing activities throughout the testing cycle can be found on your state testing website.

Note: *Webinars and documents posted to the [Knowledge Hub](#) include general instructions, and are not specific to your state's program.*

How to Contact ACT for Assistance

If you experience any issues or have questions while ordering, please call ACT Customer Care at 877.789.2925 and identify yourself as a PreACT state testing coordinator. We will be happy to assist you.