

## Registration Information

ParScore Registration is required **EVERY SEMESTER @** <http://eservices.utsa.edu/parscore/>

- *New Clients* – **Must make an appointment for training prior to use of services. Please email testinfo@utsa.edu to schedule an appointment**
- *Returning Clients* - Follow the instructions entitled Registration for Current Users

**\*\*\*Multiple Sections** - For courses with multiple sections, please **register each course section individually. Then list all sections to be merged in the “Special Instructions” box. This information will also go on the “Grading Instructions” form. This is especially important when you have combined sections in Blackboard and wish them to be combined in ParScore as well.** Please make sure if you have **Learning Community** sections, they are registered as well because they have a separate roster that must be pulled.

**Registration for Current Users go to:** <http://eservices.utsa.edu/parscore/>

1. Enter your email address and your PIN number and click on "**Login**". **PIN #** is a six-digit number. If you have forgotten your PIN, please contact Testing Services at testinfo@utsa.edu.
2. Click on "**Add Request**"
3. On this page select the term for which you are registering - **default is the current term** (i.e. FALL 2011)
4. **Enter course information (i.e. MGT 1013.001).** All course prefixes appear in drop down menu.
5. Enter in Number of Quizzes and/or Exams (**Not counting the FINAL**) and whether or not you want Final Exam processed by ParScore.
6. Optional-Enter in Report Types you like to receive.  
*\*THIS OPTION IS FOR YOUR INFORMATIONAL PURPOSES ONLY. YOU WILL STILL SUBMIT REPORT REQUESTS ON THE GRADING INSTRUCTIONS FORM.*
7. Enter in TA information if you will be having one for this course or semester.
8. Enter in any *Special Instructions* that you have. *Examples:* “Please combine the following sections into one class (FIN 3003.001, 002, etc.)”, “Please add the following Learning Communities sections to my class (Sections: 735, 745, etc)”, etc...
9. **Click on "Add"** - this will take you back to the screen called "**ParScore Request List**"
10. **Click on the radio button** next to the course you created and then click on "**Set Request Dates**". A calendar of the dates for the term and course you selected will appear. Select the dates for your Quizzes, Exams and your Final. **After entering the dates, click on the "Save"** button and you will **return to the "ParScore Request List"** page.
12. **Click on "Add Request" and repeat the process** for each needed course and section. Please **remember to “Set Request Dates” for each individual course.** If you need **to change any information** on the course, you have just created, click on the specific course and then **click on "Modify Request"**. **If you are finished adding all of your courses,** then click on "**Logout**" and you are done.