How to Print Test Tickets

Test tickets and participant test rosters are printed within the Registration application in the DRC INSIGHT Portal.

Quick Guide

Users need the Registration – Search/View permission to print test tickets.

There are three ways to print test tickets.

Method 1: Print test tickets for one or more students within the registration details

1. From the My Applications menu, click **Registration/Test Tickets**.
2. Then click **View Registrations**.
3. Click on the registration you want to print in the Registration Name column.
4. If you want to print test tickets for all students, click **Print All Tickets**.
5. If you want to print test tickets for one or more students (but not all), use the Filter Panel to select the student(s) and click **Print Selected Tickets**.
6. Choose the test ticket formatting options desired and click **Print**.
7. Download or print the files from the window that opens.

Method 2: Print test tickets for one or more students within Registered Participants

1. From the My Applications menu, click **Registration/Test Tickets**.
2. Then click **Registered Participants**.
3. Search for the student(s) using first name, last name, or AKSID.
4. Click the checkbox next to the student name(s) and click **Print Test Tickets**.
5. Choose the test ticket formatting options desired and click **Print**.
6. Download or print the files from the window that opens.

Method 3: Print test tickets for one or more registrations within a school

1. From the My Applications menu, click **Registration/Test Tickets**.
2. Then click **View Registrations**.
3. Use the Filter Panel if needed. Then click the checkbox(es) next to the Registration Name column for all registrations needed and click **Print All Tickets**.
4. Choose the test ticket formatting options desired and click **Print**.
5. Download or print the files from the window that opens.