

## ACCESS PRACTICE TESTS <sup>5/2011</sup>

### FIRST-TIME USER:

1. Click the following website:

<http://okcis.intocareers.org/>

2. Login with the following:  
User name: **swosu**  
Password: **okcis391**
3. Click "Create My Portfolio."
4. Click "Create My Portfolio" again.
5. Complete the Required Fields and Submit
6. Answer question and Submit
7. Remember your login so that you can use it more in the future!
8. Click "Go to My Portfolio"
9. Scroll to the bottom of the page and Click "Academic Practice Tests"
10. Click a practice test of your choice.
11. Click "Continue"
12. Click "Continue" again
13. A blank Peterson's screen will appear...Please wait several minutes.
14. Click "Click Here To Begin"
15. Start a section of your choice.
16. When you are finished, please **LOG OUT** and return at your convenience as an **EXISTING USER**.

### EXISTING USER:

1. Click the following website:

<http://okcis.intocareers.org/>

2. Login with the User Name and Password you created as a First-Time User.
3. Click "My Portfolio"
4. Scroll to the bottom of the page and Click "Academic Practice Tests"
5. Click a practice test of your choice.
6. Click "Continue"
7. Click "Continue" again
8. A blank Peterson's screen will appear...Please wait several minutes.
9. Click "Click Here To Begin"
10. Start a section of your choice.
11. When you are finished, please **LOG OUT** and return at your convenience.