



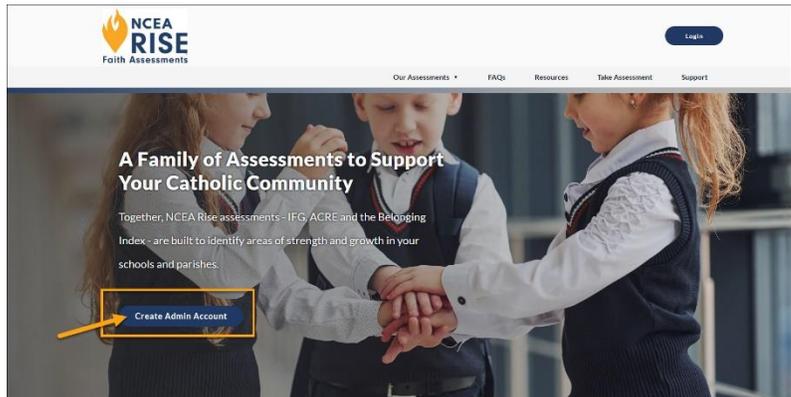
## Ready to Order your ACRE or IFG Adult Materials?

Follow these steps to place your order:

- Go to: <https://ncearise.org>
  - Click on the blue Login button in the top right corner and enter your existing credentials to log into your account.  
*\*Click the Forgot Password link if you do not remember your password.*
- If ordering for multiple groups, please reach out to [help@nceaifg.com](mailto:help@nceaifg.com) for further assistance.

## Don't have an account with NCEA Rise?

- Signup for a new account by clicking the **Create Admin Account** link next to the Login button in the top right.
- Input the requested information on the form on the following page and click **Submit**.
- A password will be emailed to you within the next five to ten minutes.



*\*If you have had an account in the past, an email will not generate. Please use the Forgot Password link to recover your information.*

## Upon your first login, you will be prompted to do the following:

- Associate your new User Account with your School/Parish.
  - Use the Search bar or select a Parent Group (*your Diocese*) to narrow results.
  - Once located, select your School or Parish. If asked your position, please choose the most applicable response.
  - Click **Submit**. It may take a few moments to successfully save.
- On the main Dashboard, click the blue Register Now button.
  - Complete the following form and click **Submit**.

Group Association

Instructions: Use the search options below to locate and associate with your group.

Search by name or zip code

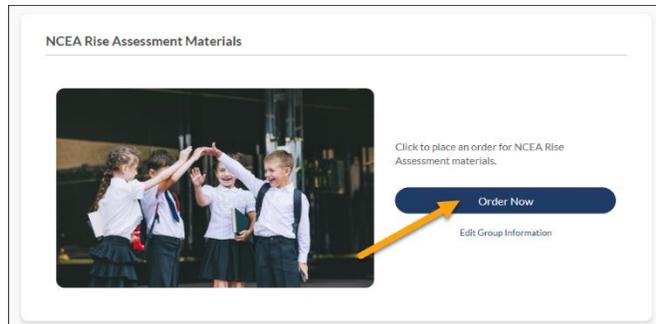
Title:

Group Name	Parent Group	Zip Code
2019-2020 Adult Survey - Diocese of Corpus Christi (38968)	Diocese of Corpus Christi (29436)	66213
AAM Testing Group - Lincoln (66118)	Sample Diocese	68502 <input type="button" value="Select Group"/>
Aberdeen Catholic School System - Aberdeen (35876)	Diocese of Sioux Falls (35875)	57401
Acad Espiritu Santo Elemental - Toa Baja (32279)	Archdiocese of San Juan (32278)	00950
Acad Espiritu Santo Superior - Levittown (32280)	Archdiocese of San Juan (32278)	00950

1 - 5 of 7424 items

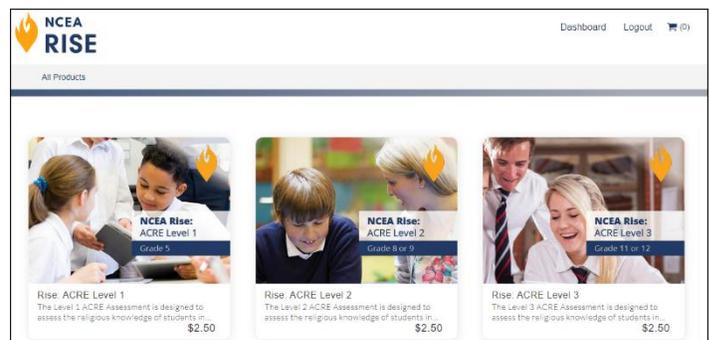
## Ready to Place your Order?

- Click the blue **Order Now** button on your Dashboard to navigate to the Online Store.



*\*If ordering later, the Online Store tab will also be available to you after logging back in.*

- From here, you will need to select the Level of survey you wish to order:
  - Level 1: 5<sup>th</sup> Grade
  - Level 2: 8<sup>th</sup>/9<sup>th</sup> Grade
  - Level 3: 11<sup>th</sup>/12<sup>th</sup> Grade
  - IFG Adult Survey



- After selecting the Level, you will need to select how you wish to administer the test.
  - Online is selected by default and is recommended for the quickest reporting turnaround
  - Paper and pencil is also an option and will incur shipping costs  
*If you choose paper and pencil, each student will need an answer sheet.  
A PDF of the assessment booklet will be included at no additional cost.*
- Once the circle for the method is selected, input the quantity, i.e. number of students taking the assessment at that Level
- Click Add to Cart
- If more than one Level is needed, click All Products to go back to the main storefront and repeat the steps above
- If only one Level is needed, or once all desired levels are added, click on the cart icon  (0) in the upper right of the page
- After confirming you are checking out as the correct user, **please carefully review** the cart shown on the next page, including **quantities per level** and that **your school name** is reflected in the gray box
- Once submitted, you should receive at least two emails - one will be your receipt; others will be the instructions for administering the assessment

Please contact us with any questions you may have via email at [help@nceaifg.com](mailto:help@nceaifg.com) or call at 1-800-707-NCEA