



Survey Registration Guide

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About the Survey Registration Guide

The IFG Survey Registration Guide walks you through the steps to create a session that allow participants in your group to complete the NCEA Information for Growth Survey online.

Create IFG Survey Online Registration

NOTE: Fields with an asterisk * are required.

1. Navigate to <https://ncea-mt.caltesting.org/ifg/sessions/create>

Program

2. Select your **Archdiocese or Diocese** from the drop down list.
3. Enter your school or parish name in the **Institution Name** field.
4. Choose the **Type of Program** (Separate registrations are required for each Type of Program)

Address

5. Enter the **Street Address, City, State /Territory, and Zip Code** of your institution.

Contact

6. Enter the **Name, Email Address, and Phone** number of the point-of-contact at your institution for the online assessment. (This person will receive the email confirmation of the created online session, the invoice after the closing date and the report upon payment of the invoice.)

Program Info

1. Enter the **NCEA Member Number** for your institution in the **NCEA Member Number** field.

NOTE: If you cannot find or do not have the NCEA member number for your institution, please contact NCEA at 1-800-711-6232.

If you are not a member of NCEA, leave this field blank.

2. If necessary, select an option from the **Is administering IFG Survey part of a diocesan requirement?**

Administration Window

You must indicate the **start date** and **end date** for the assessment in the Administration Window section.

1. In the **Start Date** field, enter the desired start date for the survey.
2. In the **End Date** field, enter the end date for the survey. (The system automatically defaults to 30 days after the chosen start date in the **Start Date** field, but you can adjust it to whatever works for your program testing. Do keep in mind that the results and invoice will not be sent until after the closing date has passed.)
3. In the **Number of Registrations** field, enter the total number of participants you plan to take the IFG Survey online within the group you are registering for.

Once the online registration is completed, you will see a “Success!” message displayed at the top of the screen. (You can print this website page if you desire.) At the bottom of the page you can download the zip file for your session. The email address indicated on the registration form will also receive an email containing session information, zip file and setup instructions.

For Additional Information or Questions:

Contact: Kelly Wagner at Educational Testing Service

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