

How to Order Test Materials Online

STEP 1:

CLICK THE LINK ON THIS PDF AFTER YOU HAVE READ THE INSTRUCTIONS. THIS WILL TAKE YOU DIRECTLY TO THE SITE.



<http://itgcenter.cps.k12.il.us/>

- Enter Principal's CPS username and password
- NOT the password for REA Principal Login site
- If you are having trouble accessing the site using the principal's CPS login and password, please call 773-553-3925 for assistance.

STEP 2: Create a Request

- On left hand toolbar, click on "Demand Management"
- Click on "Create a Request"

STEP 3: Request Type

- Under the "Request Type" drop down menu, scroll down and select the Assessment for which you need to order materials.
- Once selected, press the "Create" button.

STEP 4: Enter Order Details

- Principal name and e-mail will pre-populate in "Summary" section.
- Required fields for submission have a red asterisk (*).
- Enter school and Test Coordinator contact info.
- Automatic e-mail response will be sent to TC and principal