



TechTip #2 - PC Administrator Rights (All users)

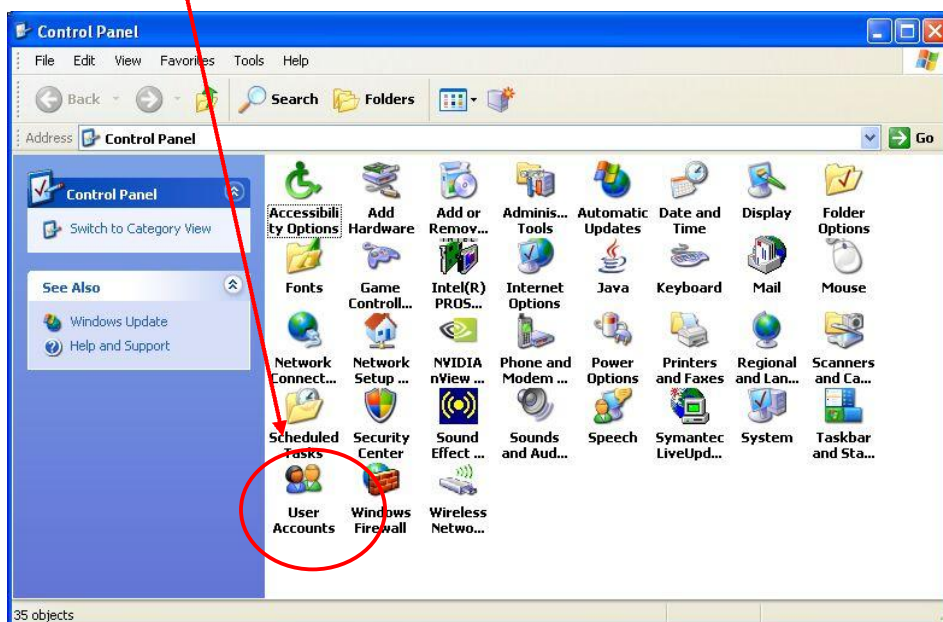
When first using a PC for SkillCheck Online Testing, or when installing SkillCheck onto a standalone PC, it is very important that the Windows log-in is as the "Computer Administrator" with full rights. This applies to PCs with Windows NT, 2000, XP, Vista and Windows 7.

To check the user login, follow these steps; (screen images may vary from those shown)

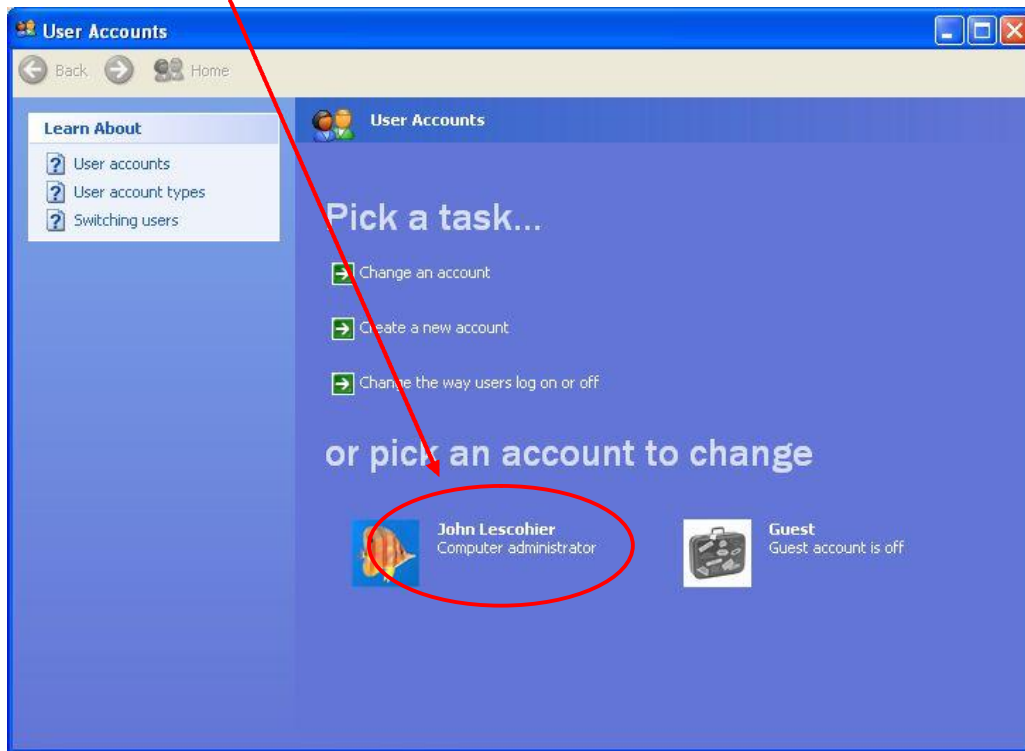
1. Click "Start" on the Taskbar to access the Programs Menu. Then select "Control Panel" to access the tools within the Control Panel window.



2. Select "User Accounts" within the Control Panel window.



3. You will see one or more “User Accounts”. You must be logged into Windows as the “Computer Administrator” to use SkillCheck Online Testing for the first time you access this service.



This applies to PCs with Windows NT, 2000 and XP.

Online Users

Computer administrator rights enable the Citrix client to be downloaded from SkillCheck Inc. servers and installed onto your PC. Without the plug-in, you may not be able to access the SkillCheck Online Testing Service.

After the plug-in has been installed, a Windows log-in as any user can be used.

Your IT specialist/ manager will be able to assist you with this issue.

PC/ Network Users

The installation of SkillCheck software onto a single PC or network server requires Windows login with full rights to enable required files to be extracted onto the computer.

When the installation has been completed, rights may be restricted, but there must always be full rights to the SKILLCHECK folder for the software to function correctly.

Your IT specialist/ manager will be able to assist you with this issue.