

# Procedures for Fresno Armory Site (NG DL Facility):

5575 East Airways Blvd

Fresno, CA 93727

*Testing Schedule: 0930-1500 hours, Tues – Wed - Thur*

## I-CAT TESTING PROCEDURES

1.

Check your email and print the projection list.

2.

The day of test Arrive at 0915 hours with projection list.

3.

Check pencils and scratch paper. Sharpen pencils and refill scratch paper if needed

4.

Start applicant terminal by using your:

**(If Blue Bitlocker Screen enter the BITLOCKER CODE)**

**(96541230)**

**(If Grey login screen hit enter)**

5.

Next Click the

Click Start Icon

6.

Next Click

*Windows Private Desktop Icon*

7.

Next Click

*ASVAB Testing for Military Applicants*

.

8.

Type your iCAT USERNAME, Password and Test Location ID

752601

or

752607

(Verification test) then click

*Submit*

(Note: do not login using your CAC card).

8.

Login to the

## **TA Terminal**

Using the same method as all the other computers

9.

On the computer, Click The start menu and Edge icon go to :

**(icat-ar-pki.dpac.mil)**

10.

Verify applicants is on the list to test.

11.

Brief all applicants. Outside of the classroom: (No late arrivals after 1100 at TA discretion)

Everyone needs to have a complete 680 Forms (front and back)

Valid ID card

Social Security Card.

All electronic devices must be OFF.

Restroom location.

No talking inside the classroom.

12.

When applicant enters room Sign in on sign in sheet have applicant grab scratch paper and pencil.

13.

At the podium, call the first applicant in line. Verify 680-3A, SSN Verification, check ID, and applicant sign book 22. ITA Complete block 18 and 19.

14.

At the Applicant Terminal. Enter applicant SSN and then click **Next**

. (Note: If unable to click Next- alt F3) Then reenter the applicant SSN.

15.

From the dropdown menu, **SELECT** the Service the applicant is testing for. The applicants

SSN and last name will automatically populate. Select Test Type. If First or Second retest

is selected also select previous test versions using drop down menu. Then click

**OK**

.

16.

The actual CAT-ASVAB home page will appear. Have applicant confirm his/her name and SSN in the bottom left of the screen. Have the applicant click ***Next***

when they are ready to test.

17.

If an applicant clicks the Help button or the computer generates a Help Screen, clear the screen by using passcode

**24609**

. A series of statements will appear for help justification.

Select the appropriate statement by clicking the number. Subtest and question will reappear.

18.

Handling Time-Outs: - If the applicant takes too long on a question, the screen will turn

red. Explain the situation to the applicant. - Clear the red screen using passcode **24609**

. -

Select the appropriate statement. The subtest and question will reappear or the instructions.

19.

The applicant will raise his/her hand once the test is complete. Click ***Close Window***

. A

Windows Internet Explorer box will appear, click ***Yes***

.

20.

At the TA station, have the applicant stand by while you print a verified score report.

21.

Click ***Reports***

, enter the applicant's name and SSN. You can also use the testing location **752601**

. Choose the appropriate candidate and test date and click the ***Test Date.***

A verified

test report will appear. Print by clicking the print icon in the upper left side of the screen.

Retrieve the copy and place in an envelope for the applicant to give to his/her recruiter. For

tests of

752607

you may be able to see at testing location however more then likely you will need their SSN to locate the test report.

Below is a list of acceptable documents for social security verification:

**-SSN Card (card issued by the Social SecurityAdministration) (original only)**

**-DD Form 214 (SSN) (original only)**

**-DD Form 215 (SSN) (original only)**

**-NGB Fm 22 (SSN) (original only)**

**-Tax Deduction Form (SSN)**

**-W-2 Tax Statement (SSN)**

**-SSA SSN Printout**

**-Uniform Services Identification and Privilege Card (Photo & SSN)**

**-Official School Transcript (SSN)**

## **Shutdown PROCEDURES**

- 1.** Select clt, alt and delete at the same time
- 2.** Click the power button in the bottom right-hand corner
- 3.** Select restart if there is a update restart option select that one
- 4.** Once the computer restarts put **bitlocker code (96541230)** on  
computer
- 5.** Close Computer