

Revised Student Quick Access Guide

You and your Soldiers can view this training on YouTube at <https://www.youtube.com/watch?v=DXGrhV9I-8A> or search YouTube using Criterion Student Video.

1.0 REGISTERING AS A STUDENT

Type <https://criterion.ets.org/> in the address bar.

- 1) Click *Create User Account under the New User Box*.
- 2) Enter and confirm the *Access Code* you were provided.
- 3) Enter your rank in the title bar.
- 4) **Enter your DoD ID Number** (This is **NOT** Your Benefits Number which ends in -00) in the *Last Name, First Name* box.
- 5) Enter and confirm your Enterprise *Email Address*.
- 6) Create and enter a *User Name*. Your username is your last name + Last four of your SSN. For example
Skinny Minnie, 555-55-5555 would be Minnie5555. **(Write down this number you will need it again).**

7) Create and confirm a *Password*. (6 characters minimum, do not use zero). Your password should read your last name and last four of your SSN. For example, Skinny Minnie, 555-55-5555 would be Minnie5555.

(Write down this number you will need it again) Your password and username should read the same.

- 8) Select or create a *Security Question*.
- 9) Enter a *Security Question Answer*.
- 10) Click Submit.
- 11) A Success message will appear.

You will return to the Criterion home page.

- 12) Enter your user name and password in the Returning User Sign In box and click Sign In.
- 13) Click on the name of your class from the class menu at the bottom of your home screen.
- 14) Click on the *Assignments* tab.
- 15) Click the assignment name to view the full text of the prompt.
- 16) Write essay using MS Word and then cut & paste in Criterion or write essay in response box.
- 17) If you are satisfied with your essay submit it.
- 18) View your scores.

Hope that you enjoy your learning while attending CBRN ALC.