

# TestNav Preparations Prior To and Day Of

## Week before:

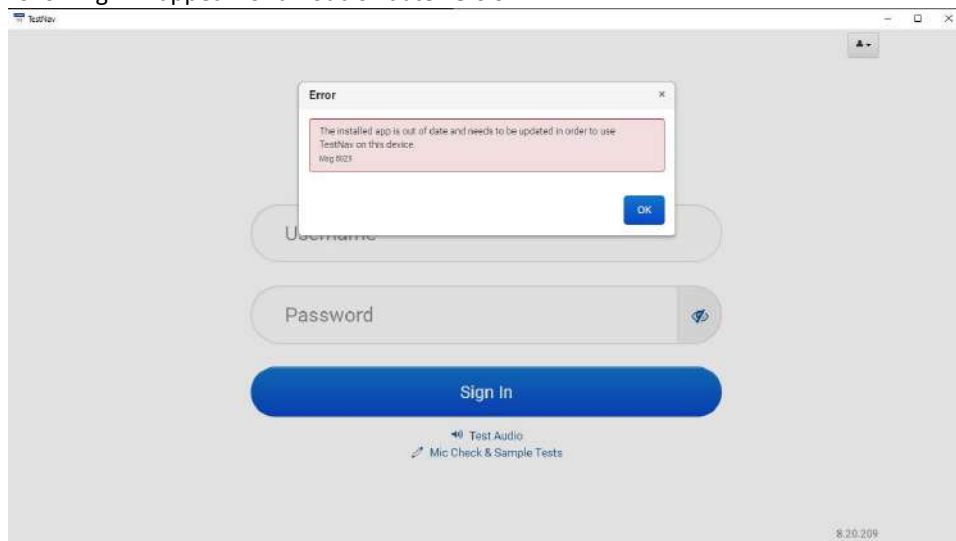
1. Make sure you have the correct version of TestNav. There will be two versions that will appear on the desktop, depending on what has occurred before download.
  - a. Two TestNav icons will appear on the desktop. Either icon will work, if there are two. However they will be labeled 1.10.2 and just 'TestNav'



- b. If technology has been contacted prior to the test for other reasons, there should be one icon on the desktop, labeled 'TestNav 1.11.1'



- i. Note: If you only see 'TestNav' or the icon for the program is blank, please put in a ticket so that Technology can download the most current version of TestNav.
- ii. You will also know if the program is out of date immediately upon selecting the location. The following will appear for an out-of-date version:



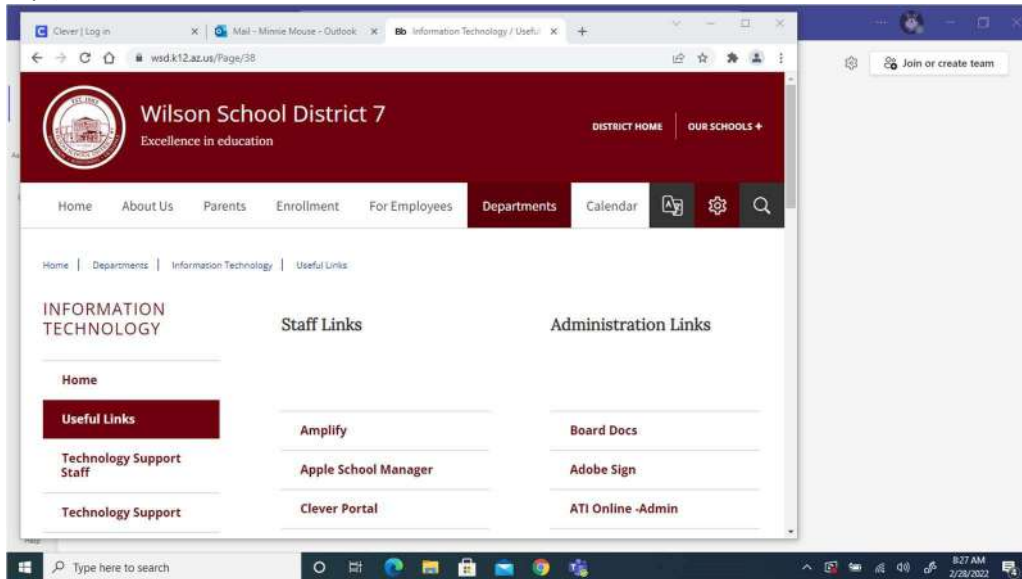
2. Check for Updates and Shut Down Laptop before leaving for the weekend.
3. Make sure the laptop is plugged in the night before the test and that the cart itself is charging before leaving the night before. This will make sure that the laptop is fully charged for the day of the test.

## Checklist for the day before the test:

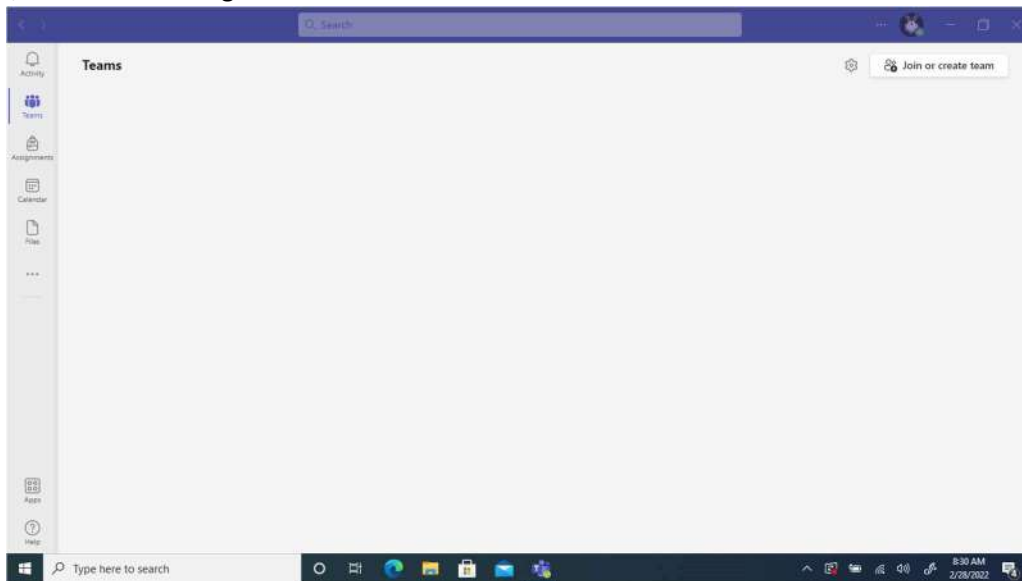
- o TestNav 1.10.2/TestNav/TestNav 1.11.1 is on Desktop
- o Laptop is up-to-date
- o Laptop is fully charged

Day of:

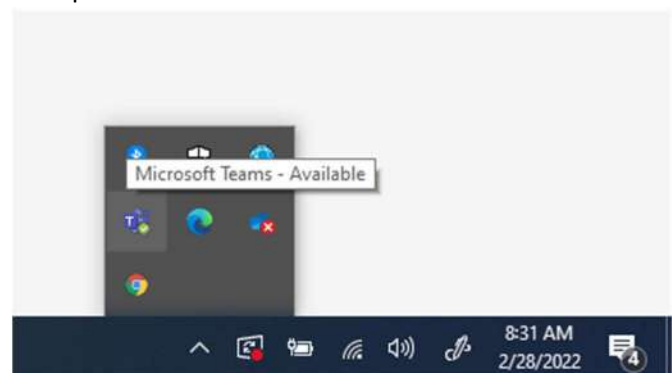
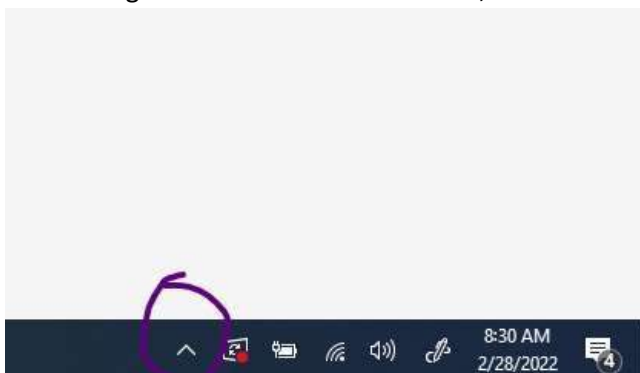
Log in to your laptop and let everything load. (Including all three of the Google pages and Microsoft Teams that normally begins during startup.)



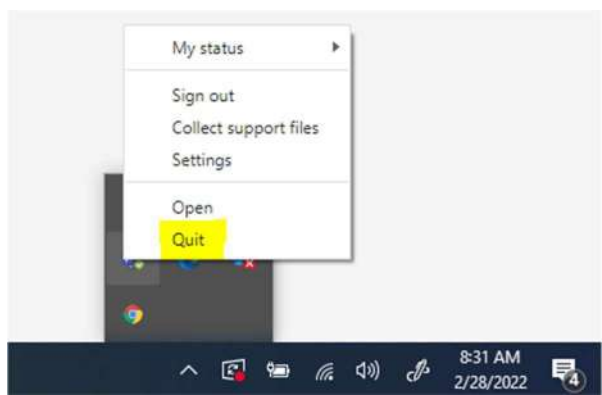
Once it has loaded, close out of Google.



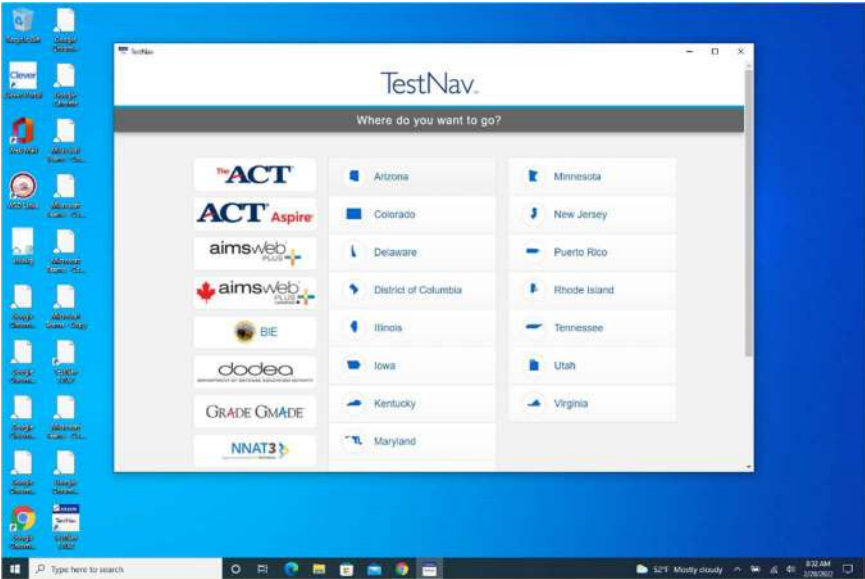
In the bottom right hand corner of the screen, click on the little 'Up' arrow.



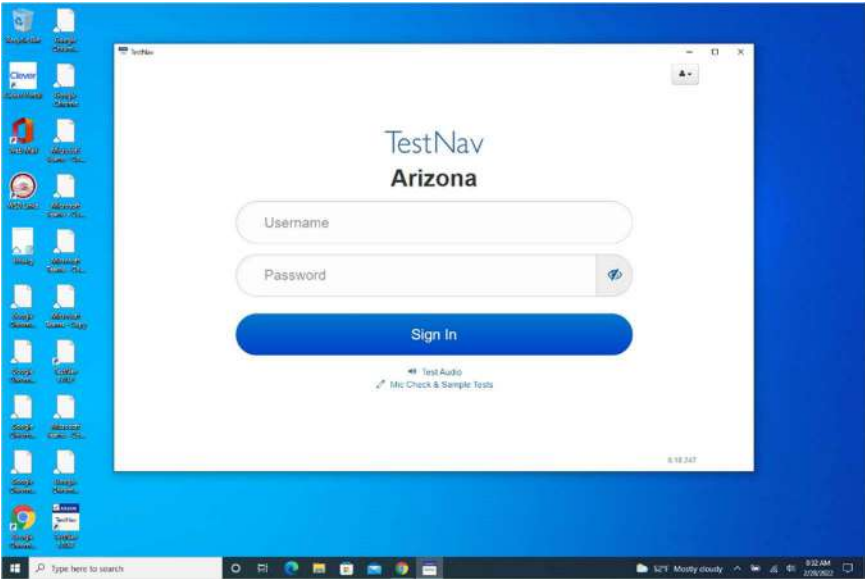
Right click the Teams icon, then select 'Quit'.



Once that is done, you should have all background programs closed. You may now click the TestNav icon.



Select 'Arizona'



Log into your test using your testing ticket!

Note: All background programs must be shut down in order for TestNav to run properly. Use the application's built in 'App Check' feature before beginning the test to verify everything is shut down.

