Cecil College is now using ALEKS PPL for Math Placement. You can use up to 2 practices and two Proctored Assessments. The first attempt is a practice test. You can use a calculator and scrap paper, but do not use any outside resources. To create your account, follow the following directions:

1) Open any web browser and go to www.aleks.com
2) Create a new account by clicking “Sign Up Now” in the yellow box

3) If you are able to use the Respondus LockDown browser, proceed to step 4. If you have a chromebook, or have known issues with Respondus, jump to step 5. If you are unsure, please contact the Help Desk at HelpDesk@cecil.edu where they can help you determine how to proceed.
4) Enter the class code: FPQPA-LUFTG. It should display the following:

   | Class Code: | FPQPA-LUFTG |
   | Class: | Incoming Students, Summer/Fall 2020 |
   | Subject: | Higher Education Math Placement |
   | Class Dates: | 03/05/2020 - 09/30/2021 |
   | Institution: | Cecil College |

So long as it does, click confirm. Otherwise, go back one screen and check the code you entered. If correct, proceed to Step 6.
5) Enter the class code: **MEDXY-EQNJX**. It should display the following:

<table>
<thead>
<tr>
<th>Class Code:</th>
<th>MEDXY-EQNJX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>Incoming Students - Online Proctoring, Summer/Fall 2020</td>
</tr>
<tr>
<td>Subject:</td>
<td>Higher Education Math Placement</td>
</tr>
<tr>
<td>Class Dates:</td>
<td>03/05/2020 - 09/30/2021</td>
</tr>
<tr>
<td>Institution:</td>
<td>Cecil College</td>
</tr>
</tbody>
</table>

So long as it does, click confirm. Otherwise, go back one screen and check the code you entered. If correct, proceed to Step 6.

6) Click continue. Enter your personal information. *You **MUST** use your @chawk.cecil.edu email.* For new students it will be the 1st 5 letters of your last name followed by the last 5 of your ID# i.e. John Walker # 123456 will be **walke23456@chawk.cecil.edu**

7) Once you have completed this section, you will receive a user name to use for ALEKS PPL. Be sure to write down the username, as you will need it each time you log in. DO NOT create multiple accounts.

8) After you are logged into ALEKS, you will be taken to the ALEKS Placement, Preparation and Learning First Time Use Experience. This includes:
   a. An introduction to ALEKS PPL and how it works
   b. A student survey
   c. A tools tutorial that shows you how to input your answers

9) Once you have completed the First Time User Experience, you are ready to take the practice assessment. Remember to take your time, and complete the assessment without any outside help. Once you have completed your assessment, the program will let you know where you would have placed. From this point, you have 2 options:
   a. If you are satisfied with where you have placed, you can take your Proctored Assessment.
      i. If you are using the LockDown browser, you will be able to do this from home.
a. If you are taking a virtually proctored assessment, please go to:
https://outlook.office365.com/owa/calendar/CecilCollegeTestingCenter@cecilcollege.onmicrosoft.com/bookings/
  ii. to reserve your appointment.
b. You can work in the Prep and Learning module assigned to you to help improve your placement results before taking the Proctored Assessment.

10) Please note that the Assessment allows for the following:
   a. Test 1: Practice
   b. Test 2: Proctored
   c. Test 3: Practice
   d. Test 4: Proctored