



Chula Vista Elementary School District
Human Resources

Instructional Aide/Student Attendant (IA/SA) Online Exam Sign-up Instructions

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Contents

Steps to reserve an exam timeslot	3
Definitions	5

Steps to reserve an exam timeslot

1. Go to:  <https://examportal.cvesd.org/login>
2. Login 
 - a. If you **have previously taken an electronic IA/SA exam** at the Chula Vista Elementary School District, use the same log-in information that you created to log-in.
 - i. *If you **forgot your password**, click "Forgot Password" and enter the email that you used to create your account.*
 - ii. *If you **forgot your email** that you used to create an account, contact caden.coronado@cvesd.org*
 - b. If you have **NOT previously taken an electronic IA/SA exam** at the Chula Vista Elementary School District, you will need to create an account.
 - i. *Click "New User"*
 - ii. *Enter **CVESD-34\$!** in the field labeled "District Code" and fill out the rest of the form to create a new account, then press "Register". This account is yours and you will use it to log-in to [ExamPortal](#) where you can access the schedule and exam.*
 - iii. **!!PLEASE REMEMBER YOUR PASSWORD!!** You **WILL NEED** it to log in to your account again to access the exam.
 - iv. *If you are having issues registering your account, contact caden.coronado@cvesd.org*
 - v. Login
3. **Navigate to the Schedule Tab** 
 - a. *At the top-left of the screen, click the three horizontal lines to open the menu sidebar, then click the navigation option labeled "Schedule"*
 - b. *You should see a screen that says "Schedule an Exam"*
 - c. *Follow the directions to schedule an exam date*
 - i. *Please note that some information may be easier to read on a computer instead of a phone. If you must use your phone, turning the screen sideways to landscape may make some information easier to read.*
 - ii. *If you made a mistake when scheduling an exam date, please contact caden.coronado@cvesd.org*

4. **Check your email**

- a. *After scheduling an exam, you should receive a confirmation email with important exam information from no-reply-examportal@cvesd.org*
 - i. If you did not receive a confirmation email, please contact caden.coronado@cvesd.org

5. **Show up to your scheduled exam**

- a. Even though this exam is taken electronically, you WILL need to show up in-person to take the exam.
- b. You will not be able to open your exam until you are checked-in and granted electronic access by an exam proctor.

 **SPACES ARE LIMITED, YOU MAY NOT BE ABLE TO RESERVE A TIME-SLOT IF THE MAXIMUM NUMBER OF PEOPLE HAVE ALREADY SIGNED UP**

Please contact caden.coronado@cvesd.org if you have any issues with this process.



Definitions

IA/SA

Instructional Aide/Student Attendant