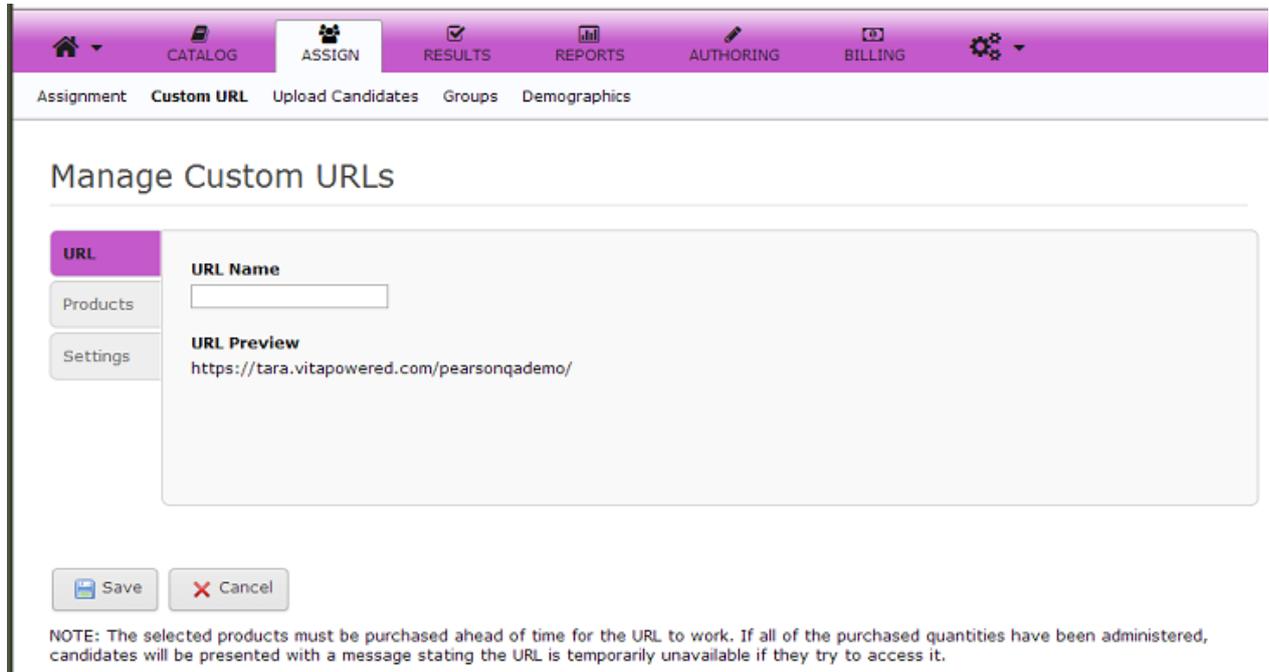


# Creating Custom URLs

☐☐ Custom URLs are available to Standard and Professional level clients.

To create a custom URL:

1. Go to **Assign | Custom URL**.
2. Click on the **Add New Custom URL** button. You will see a page like the one shown below:



The screenshot shows the 'Manage Custom URLs' page. The top navigation bar has tabs for 'ASSIGN', 'RESULTS', 'REPORTS', 'AUTHORING', and 'BILLING'. Below this, there are sub-tabs: 'Assignment', 'Custom URL', 'Upload Candidates', 'Groups', and 'Demographics'. The 'Custom URL' sub-tab is selected. The main content area has a title 'Manage Custom URLs' and a sidebar with 'URL', 'Products', and 'Settings' tabs. The 'URL' tab is active, showing a 'URL Name' input field and a 'URL Preview' field with the text 'https://tara.vitapowered.com/pearsonqademo/'. At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom reads: 'NOTE: The selected products must be purchased ahead of time for the URL to work. If all of the purchased quantities have been administered, candidates will be presented with a message stating the URL is temporarily unavailable if they try to access it.'

Type in a name for the URL. This name will be appended to your URL to create the new custom URL. For example, in the page shown above, the URL is <https://tara.vitapowered.com/pearsonqademo>. If you type “MyTest” into the URL Name, the new custom URL will be:

<https://tara.vitapowered.com/pearsonqademo/MyTest>

The **URL Preview** displays the final Custom URL. The URL is not case-sensitive so you could access this example URL as shown or as <https://tara.vitapowered.com/pearsonqademo/mytest>.

3. The **Products** tab is used to select the product/assessment that will be assigned to this Custom URL;

## Manage Custom URLs

URL

**Products**

Settings

**Click a checkbox to select a product or workflow.**

Action	Name	Quantity Available	Type
<input type="checkbox"/>	Missouri Educator Profile (MEP)	52	Assessment with Report
<input type="checkbox"/>	Missouri Educator Profile (WPI-II) Development Report	3	Report Only
<input type="checkbox"/>	Academic Competence Evaluation Scales (ACES) - Textbook	8	Assessment with Report
<input type="checkbox"/>	Advanced Numerical Reasoning Appraisal	13	Assessment with Report
<input type="checkbox"/>	Bennett Mechanical Comprehension Test - Form S	50	Assessment with Report
<input type="checkbox"/>	Bennett Mechanical Comprehension Test - Form S (Randomized)	46	Assessment with Report
<input type="checkbox"/>	Bennett Mechanical Comprehension Test - Form T	49	Assessment with Report

**Please select at least one product.**

NOTE: The selected products must be purchased ahead of time for the URL to work. If all of the purchased quantities have been administered, candidates will be presented with a message stating the URL is temporarily unavailable if they try to access it.

4. Access the **Settings** tab to set up various Custom URL options:

## Manage Custom URLs

URL

Products

Settings

**Account Owner**  
 [Show All](#)

**Password**

**Maximum Number of Candidates**

**Available Between**  
 and

**Enabled**

**Notify When Maximum Reached**

**Notify When Inventory is Low**

**Send Email on Assignment**

**Inventory Count to Notify**

Share Score Reports With Candidates

**Share results with other recipients**  
 Separate email addresses with a comma

**Candidate Instructions**

Source ↻ ✂ 📄 📄 📄 🔍 🔍

**B** **I** **U** **S** x<sub>2</sub> x<sub>3</sub>
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰
📎 🖼 🔗 ☰

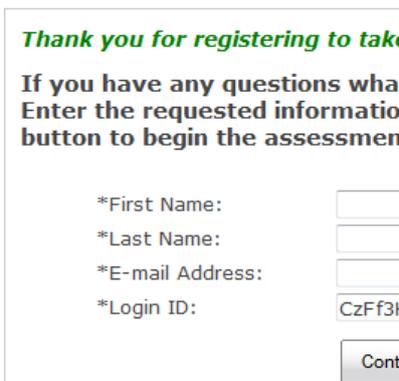
Styles ▾ Format ▾ Font ▾ Size ▾ A ▾ A ▾

**Assigned Group**  
 [Show All](#)

The table below describes each of the available Custom URL options:

Account Owner	Select the user who will receive candidates using this Custom URL. Only the user who created the Custom URL can be selected.
Password	Optionally enter a password for the candidate. If a password is entered, the candidate will be prompted for the password to access the Custom URL page. If no password is entered, no password information is required.
Maximum Number of Candidates	Optionally enter the maximum number of candidates that can be assigned using this custom URL. If no maximum is entered, there is no limit. If the maximum has been reached, the candidate will see the message: "The page you are trying to access is currently unavailable."

Available Between	Optionally enter a date range someone tries to access the URL they will receive the message does not exist." If the date range is available immediately after save the next item).
Enabled	Specify whether the URL is available to candidates will receive the message if access does not exist."
Notify When Maximum Reached	Select <b>Yes</b> to have the system email to the Account Owner when access the URL after the <b>Maximum Reached</b> . (Note: The email will to access the URL AFTER the notification email will be sent access the URL.)
Notify When Inventory is Low	Select <b>Yes</b> to have the system email when the inventory drops by the <b>Inventory Count to Notify</b> . example, if you have specified <b>to Notify</b> , you will receive an inventory level drops to three assessment if there are four additional. Additional emails will be sent the Custom URL until the inventory level above the <b>Inventory Count</b> .
Send Email on Assignment	Specify whether you would like once they successfully begin at URL. The email contains a link access to the assessment in case they are taking the assessment their assessment, the candidate to re-access the assessment r
Inventory Count to Notify	Specify the inventory level at
Share Score Reports With Candidates	This option appears when the <b>Reports</b> setting in the Client Yes. If you have this option available to allow candidates to Setting this option to Yes will uses this Custom URL to see with this Custom URL's assessment <a href="#">Procedures</a> for more details of candidates.
Share results with other recipients	If someone other than the assessor receive the results for this candidate here and they will receive a link candidate upon their completion one person should receive the email addresses separated by commas will receive a link to the completion
Candidate Instructions	By default, the instructions, " are displayed on the Custom URL

	<p>below:</p>  <p><b>Please enter the information below</b></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*E-mail Address: <input type="text"/></p> <p>*Login ID: <input type="text" value="CVK4W"/></p> <p><input type="button" value="Continue"/></p> <p><b>Please do not enter the above information</b> your session will begin and an email will be sent to you with the assessment information in the event your session is cancelled.</p> <p>If you would like to display custom instructions you would like to display in the candidate area. These instructions will be displayed in the "Instructions" information below." text on the screen, as shown in the example below.</p>  <p><b>Thank you for registering to take the assessment</b></p> <p><b>If you have any questions what you would like to display in the candidate area. Enter the requested information below. Click the Continue button to begin the assessment.</b></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*E-mail Address: <input type="text"/></p> <p>*Login ID: <input type="text" value="CzFf3"/></p> <p><input type="button" value="Continue"/></p> <p><b>Please do not enter the above information</b> your session will begin and an email will be sent to you with the assessment information in the event your session is cancelled.</p> <p>Note that despite the formatting in the example above, the message will appear bolded in the candidate area.</p>
Assigned Group	Group that will contain all candidates for the Custom URL. Click "Show Existing Groups" to view existing groups. Select an existing Group.

5. Click the **Save** button to save the Custom URL. The Custom URL can be used immediately as long as you have available inventory, are in the available date range (if set), and the URL is "Enabled."

### Using a Custom URL (the Candidate experience)

When a candidate navigates to the custom URL in their browser, they will see the following page:

**Please enter the information below.**

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*E-mail Address:	<input type="text"/>
*Login ID:	<input type="text" value="CVK4WcmoB"/>
<input type="button" value="Continue"/>	

**Please do not enter the above information more than once.** Upon clicking "Continue", your session will begin and an email will be sent to the email address above for re-entry information in the event your session is disrupted.

At this point, the inventory is immediately reduced by one (1) assessment. In order to register to take the assessment, the candidate needs to enter the required fields and click the **Continue** button. This creates the candidate record in the pan system and assigns and launches the assessment.

If the candidate ends up not registering to take the assessment, follow the procedures for [Expiring Unused Assessments](#) and [Reclaiming Expired Inventory](#) to place the assessments back into your usable inventory. The assessments will appear in the Assigned Detail page (accessed by going to the Results tab and clicking the "Assigned" number for a particular assessment) with the **First Name**, **Last Name**, and **Login ID** blank and the word "Auto" in the **Assigned By** column.

**Note for On-Activation Clients:** If you are an on-activation billed client (meaning you are billed once a month for all assessments consumed), you have the ability to Expire unused assessments which may be sitting in assigned status on your account. If you wish to clear your Product Status Matrix of assigned assessments that are no longer needed, you may do so by expiring them. You are not charged for any assessment until it is consumed; therefore, you will not be billed for any assessment you expire nor will you be able to Reclaim them.

**Note:** Once the user clicks the **Continue** button, the assessment is started and cannot be reclaimed.

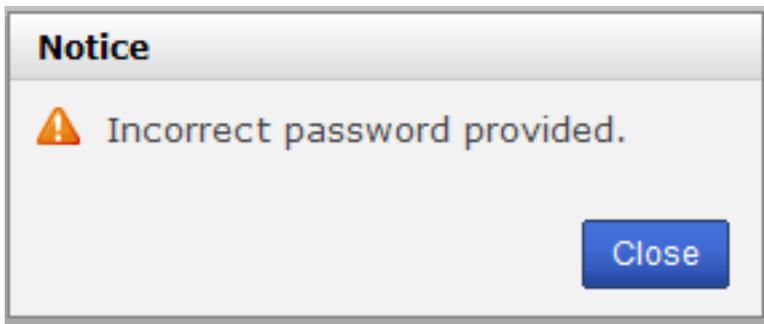
### Custom URL Password

If the Custom URL was created with a password, the candidate must enter the password in order to access the assessment registration page (shown above). Upon navigating to the Custom URL, the candidate will see the following page:

**Please enter the password to access this page.**

Password:

If an incorrect password is entered, the user receives the following notice:



### Custom URL Not Available

A message indicating that the Custom URL is no longer available (shown below) will be displayed if a candidate accesses the Custom URL when one of the following conditions is present:

- Current date is outside the valid dates set for the Custom URL
- Maximum Number of Candidates has been reached
- Inventory for the assessment has been depleted
- Custom URL is not Enabled

The page you are trying to access does not exist.

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Web Support -> Talent Assessment -> Creating Custom URLs

<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4406>