

MAT CBT v4.0 Quick Install and Activation Guide

The MAT CBT Console v4.0 is required for any Miller Analogies administrations after Jun 30, 2018. Before that date, install, activate, and test the new MAT CBT Console v4.0 to be sure that there will be no delay in MAT testing.

To successfully install the new MAT CBT Console, follow these steps:

1. Uninstall the previous version of the MAT CBT Console (v3.0).
2. Install the new MAT CBT Console v4.0.
3. Update .NET Framework, if necessary (4.6.2 or later is required).
4. Activate the MAT CBT Console version 4.0.
5. Successfully administer Trial form test prior to live testing.

1. Uninstall the previous version of the MAT CBT Console (v3.0).

Use the uninstall program in your operating system to uninstall the previous version of the MAT CBT Console (version 3.0). The previous version will have a publisher name of PsychCorp.

2. Install the new MAT CBT Console v4.0.

Go to <https://tpc-etesting.com/matchbtinstall> to download the new MAT CBT Console v4.0 installation package (“MATCBTConsoleSetup.msi”).

Run the installation package and follow the directions on the screen to install the MAT CBT Console v4.0. When complete, a shortcut is added to the desktop and to the Start menu.

3. Update .NET Framework, if necessary (4.6.2 or later is required).

When you launch the MAT CBT for the first time, you may see a message asking you to update the .NET Framework on the computer. Depending on your operating system, you may need to either download or enable .NET 4.6.2 or later. To download the most up-to-date .NET Framework, click **Yes** in the message, and you will be directed to Microsoft’s download page: https://www.microsoft.com/net/download/dotnet-framework-runtime/net472?utm_source=getdotnet&utm_medium=referral

4. Activate the MAT CBT Console version 4.0.

After installing (and updating the .NET Framework, if necessary), activate the MAT CBT by opening the MAT CBT Console v4.0 and entering the information requested on the Workstation Activation Window (Site ID, User ID, Password). ***Note that the User ID and Password requested on this screen must be the Test Administrator’s Proctor User ID and Password.*** Other Proctor (user level) IDs will not activate the workstation.

Upon clicking **Activate**, the MAT CBT Console will display the Proctor Login screen. At this point, any authorized Proctor credentials can log in to get to the Examinee Login screen.

Note: To close MAT CBT Console from the Examinee Login screen, first press **CTRL + SHIFT + E**. This will take you to the Proctor Login screen. Enter your Proctor login credentials and click **Log Out**.

5. Successfully administer Trial form test prior to live testing.

Running a Trial form administration will help verify that the MAT CBT Console is installed correctly. Note that completing the Trial form is not recorded as a test event for cost purposes.

Your Test Center is never billed for Trial form administrations.

- a) Log in to the Proctor Console website (<http://tpc-etesting.com/Proctorconsole>) and enter information for an examinee. Use the No SSN checkbox and **make sure to select Trial from the Form Version options**. Make note of the date of birth that you enter because you will need it to log in the examinee for the Trial form test.
- b) After the examinee is registered to take the Trial form test, click the **Ticket** link in the Print column. Print or make note of the Test Activation ID. You will need this and the date of birth for the examinee to administer the Trial form test.
- c) Open the MAT CBT Console, and log in with your Proctor credentials.
- d) Enter the Test Activation ID and date of birth for the examinee to log in to the test event. Complete the information requested on the screens that follow as necessary (demographics, education, score recipients, information release, electronic signature).
- e) When the test starts, click through the test to get to the end. On the last page of the Trial form test, click **Finish**.

On the next screen, you will be asked whether to process the score for this administration. Click **Process Score**. Data will be sent to Pearson, but actual scores are not reported for the Trial form regardless of which option is selected. The Preliminary Score Report that Pearson sends back includes a score of 400, which is visible after transmission of the Trial form test data is complete.

Return to the Proctor Console website, and verify that the status of the administration reads “Complete” and the Print column now has a **Report** link.

Technical Support

For assistance with this process or for questions, please contact us at 800-249-0659 Option 2 from 7:00 a.m. until 6:00 p.m. central time, on regular business days.