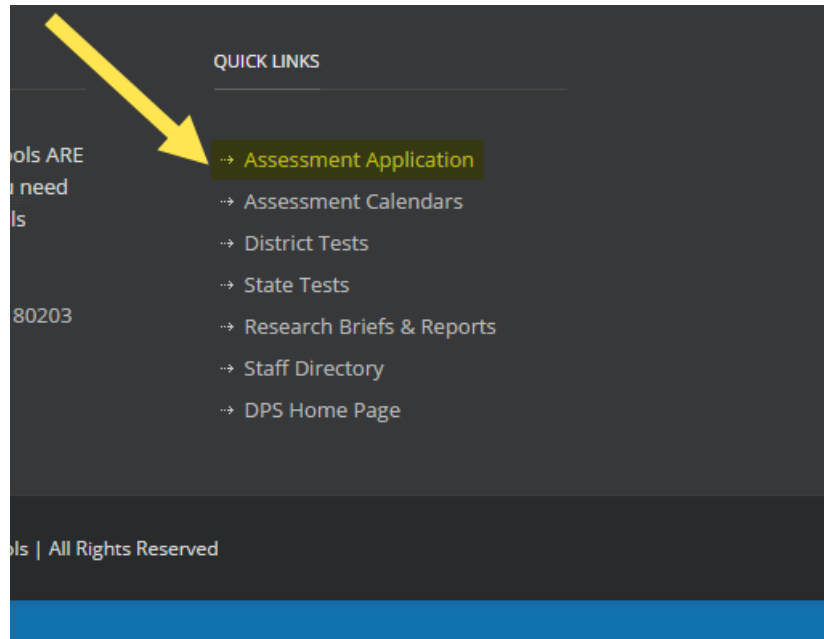


Step 1:

Go to the new ARE website:

<http://dpsare.com/>

Scroll down to the bottom of the page and click on **Assessment Application**.



Step 2:

Login to the application.



Step 3:

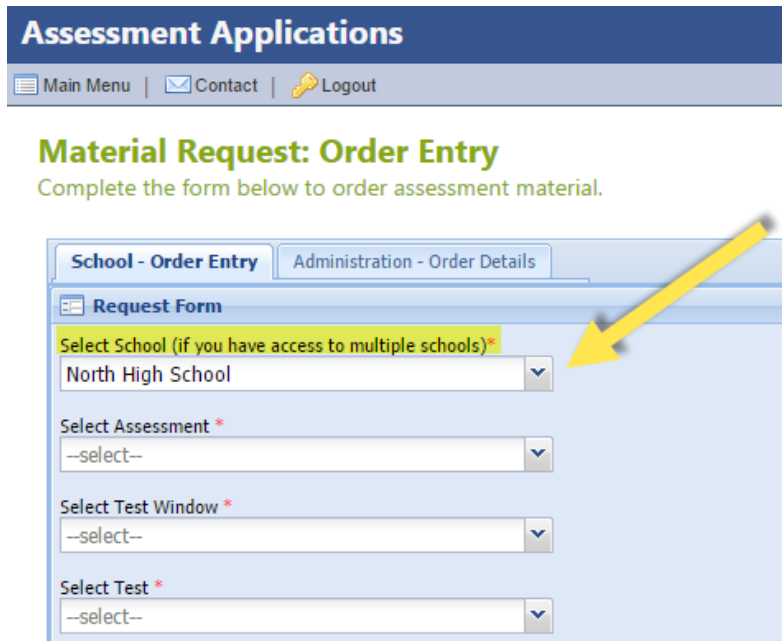
Click on **Material Request**



Step 4:

If necessary, select the **School** you are ordering materials for.

(Most schools will have this field automatically populated)



Assessment Applications

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Material Request: Order Entry

Complete the form below to order assessment material.

School - Order Entry Administration - Order Details

Request Form

Select School (if you have access to multiple schools)*
North High School

Select Assessment *
--select--

Select Test Window *
--select--

Select Test *
--select--

Step 5:

Select the **Assessment** you are ordering materials for.

Step 6:

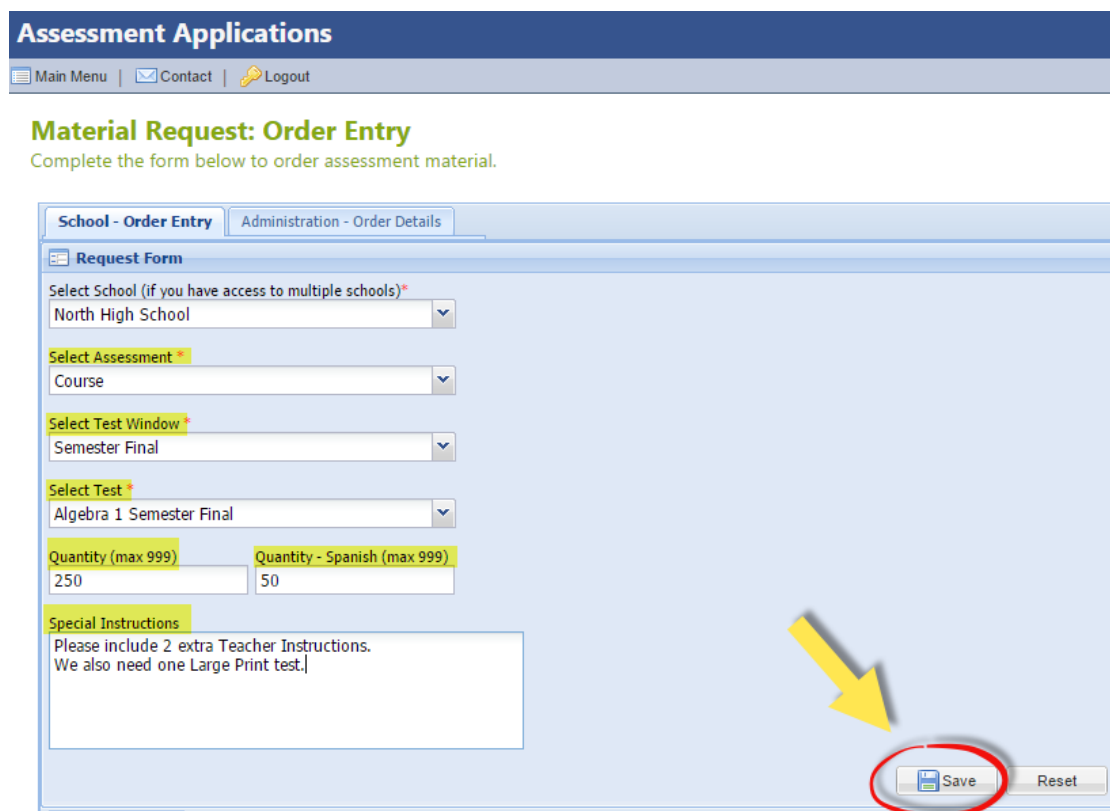
Select the **Test Window** (i.e. Semester Final)

Step 7:

Select the **Test** you need.

Step 8:

Select the **Quantity** you need and any **Special instructions**.



Assessment Applications

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Material Request: Order Entry

Complete the form below to order assessment material.

School - Order Entry Administration - Order Details

Request Form

Select School (if you have access to multiple schools)*
North High School

Select Assessment *
Course

Select Test Window *
Semester Final

Select Test *
Algebra 1 Semester Final

Quantity (max 999) Quantity - Spanish (max 999)
250 50

Special Instructions
Please include 2 extra Teacher Instructions.
We also need one Large Print test.

Save Reset

Step 9:

Click the **"Save"** button on the right!

Repeat these steps for each assessment you need to order.
Don't forget to **SAVE** after each test.

Note:

You can review all of your orders and the status of each order at the bottom of the page under **Current Orders.**

Row	Order Dt	Test Name	Qty Eng	Qty Spn	Status	Cancel
1	09/09/2015	Algebra 1 Semester Final	250	50	OPEN	X

Reminder: Only SALs and School Administrators have access to the Online Ordering System.

If you have any questions about the status of your orders, please contact the Processing Center at 720-423-4260 or [click here](#) to send an email.

If you are a SAL or School Administrator and are unable to access the application, please contact Justin Schmidt at 720-423-3648 or email Justin_Schmidt@dpsk12.org.

For any questions regarding specific assessments, please contact the ARE Hotline at 720-423-3736 or go to <http://dpsare.com/>.