# Registration by students

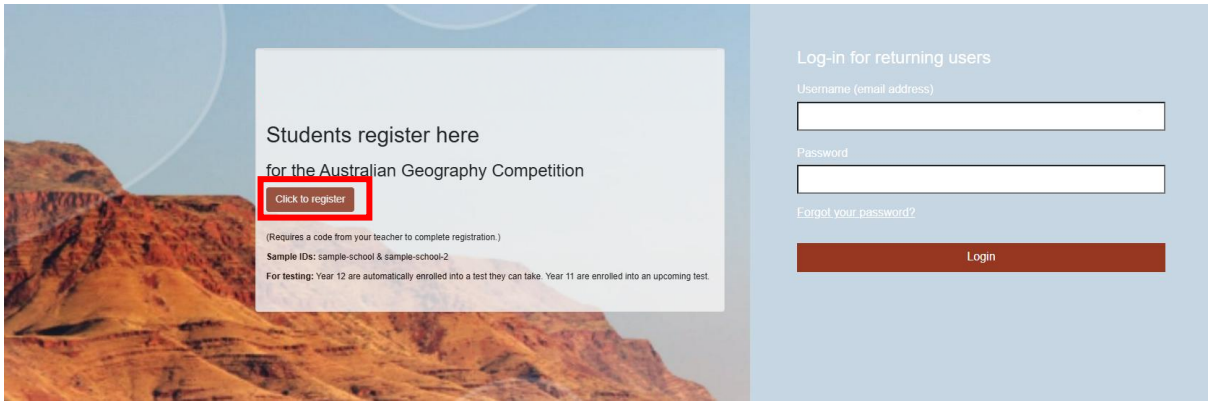
***All actions are designed to be completed by the student.***

Students register as part of sitting the Competition, **NOT in advance**. The system is designed to take them straight to the test when they register.

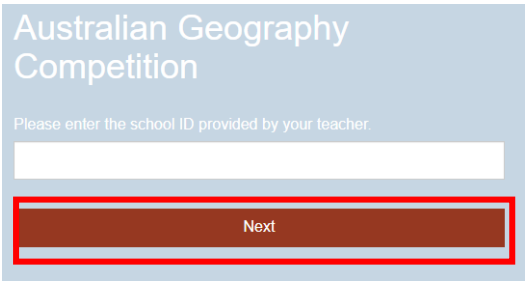
The teacher should have the **test session administration page open,** and have written the **School ID, the Session Code,** and if required a school- or teacher-assigned Class Code, on the board**.** See the guide 'Create and Start a Test Session'.

1. Student opens web browser and goes to [agc.au.insights.janison.com](agc.au.insights.janison.com)

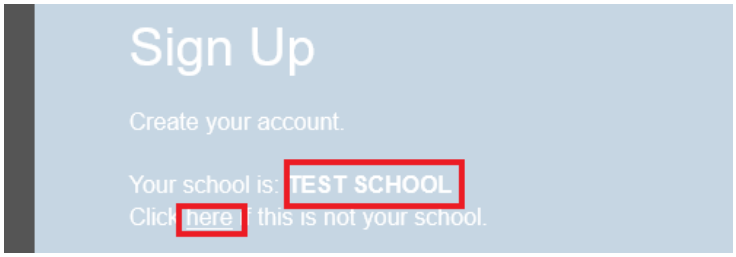
2. Under 'Students register here', student clicks on the box **Click to register**. (Students cannot login as returning users even if they competed last year. All past student data was deleted.)




3. Student enters the school ID provided by the teacher and clicks **Next**.

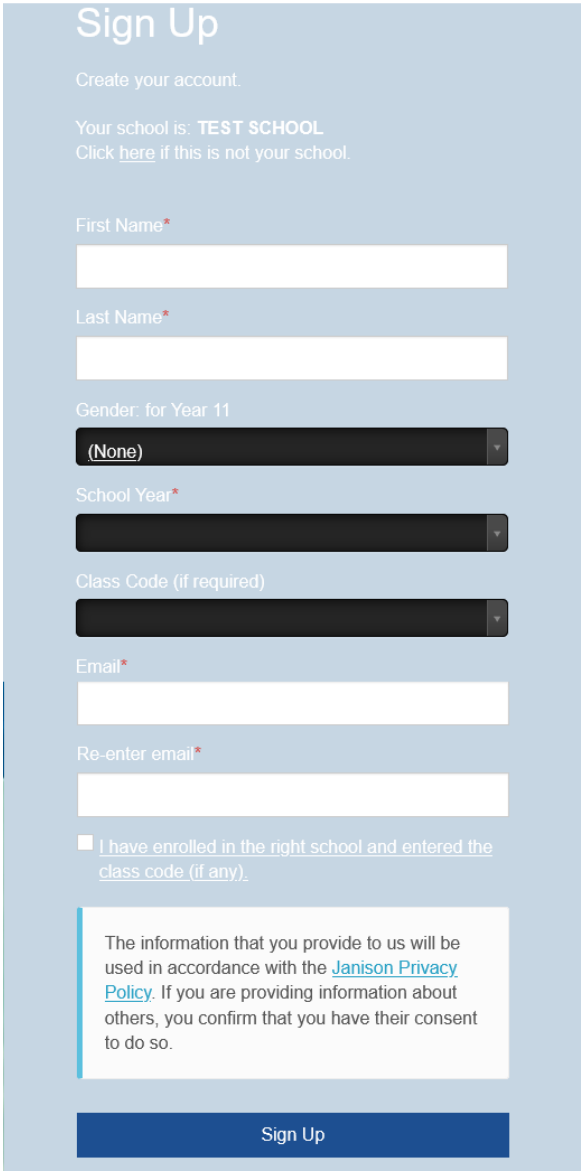



4. **Ensure students check the school** listed at the top of the screen is correct. If so, student is to complete the details required. If not, student clicks on the link below the school name and reenter the school ID.



5. Student enters their personal information and clicks the **Sign Up** button at the end. All details need to be completed correctly as this is used for accessing the correct year level and for certificates.

   **NOTE: How the student's name appears here, is how it will appear on their certificate.** E.g. If they use all lower-case letters in their name, that's what will be on their certificate and results.




The email address is used only as a unique identifier. This is the student's username.

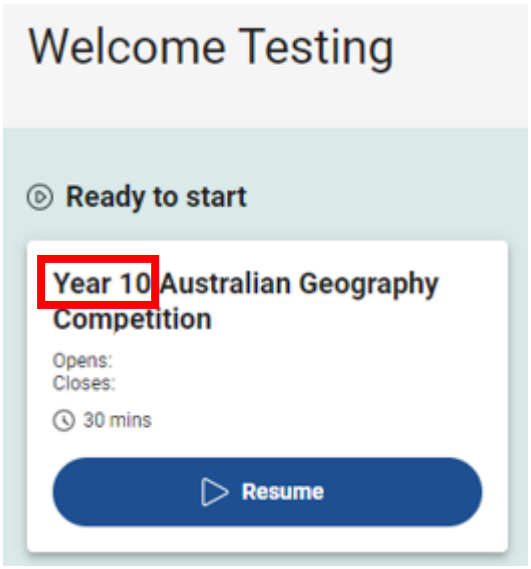
Class code is for use by schools that enter many students and want certificates sorted by class. (This is optional and school- or teacher-assigned.)

Only Year 11 students are asked for their gender to ensure diversity in students selected for Geography's Big Week Out.

There is a link to Janison's privacy policy. The Competition's policy is at https://geographycompetition.org.au/privacy-policy/

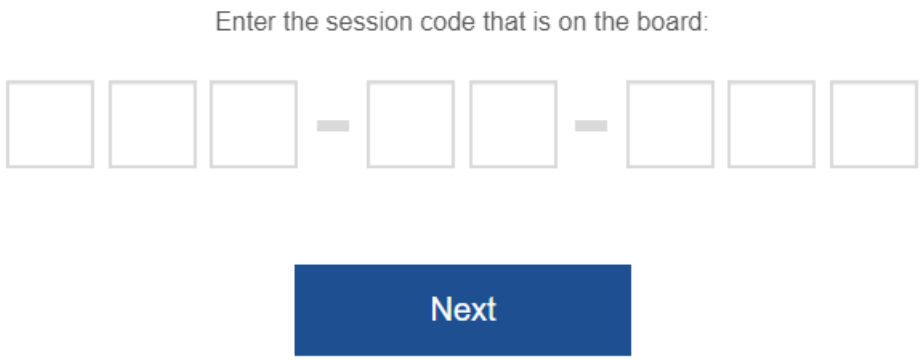
6. Student sets a password – this will not be required again unless the student mistakenly logs out of the Competition or closes the web browser, prior to completing the Competition. The screen text tells students the character requirements for the password – at least 8 characters, one uppercase letter, one lowercase letter, one number, one special character.

7. The tile shown includes the year level entered. **Ensure students check the year level** is correct before clicking **Start**.

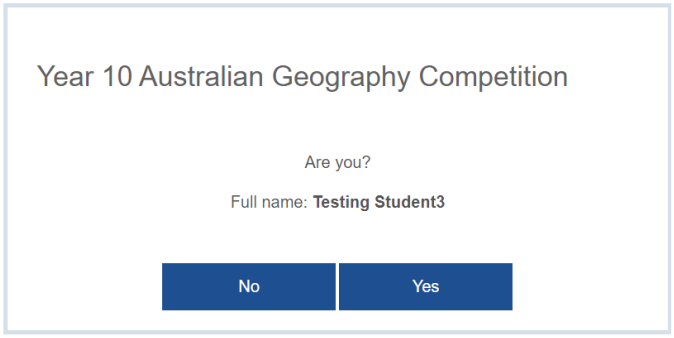



If the year level is incorrect, the teacher can correct the year level by using the 'Troubleshooting Guide'. (The teacher could wait and do this while other students are reading the instructions or after they have started the session.)

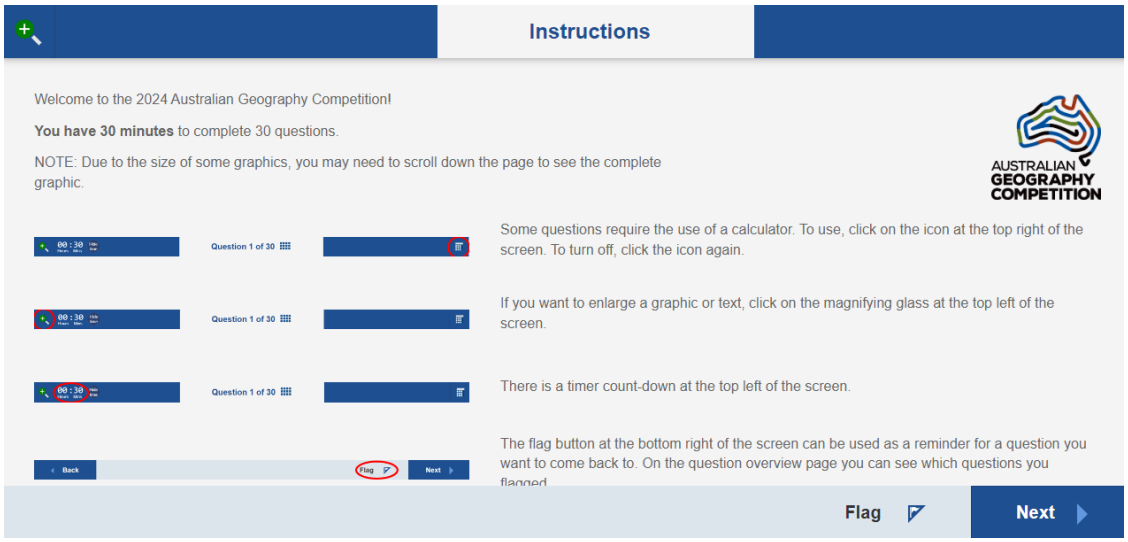
8. Student enters the Session Code (8-character alpha code) supplied by the teacher (created prior to the session). Student clicks **Next**.



9. Student confirms that the year level and name are correct and clicks **Yes**. (If the year level is incorrect, the student clicks **No**. They are returned to the session code input screen for another attempt. If that still shows the **wrong year level** the student **MUST NOT PROCEED FURTHER.** The student probably entered the wrong year level when they signed in and the teacher can correct this by using the 'Troubleshooting Guide'. If the **name is incorrect**, it is quickest to accept it now, teacher to note it and correct it later by using the 'Troubleshooting Guide'.)

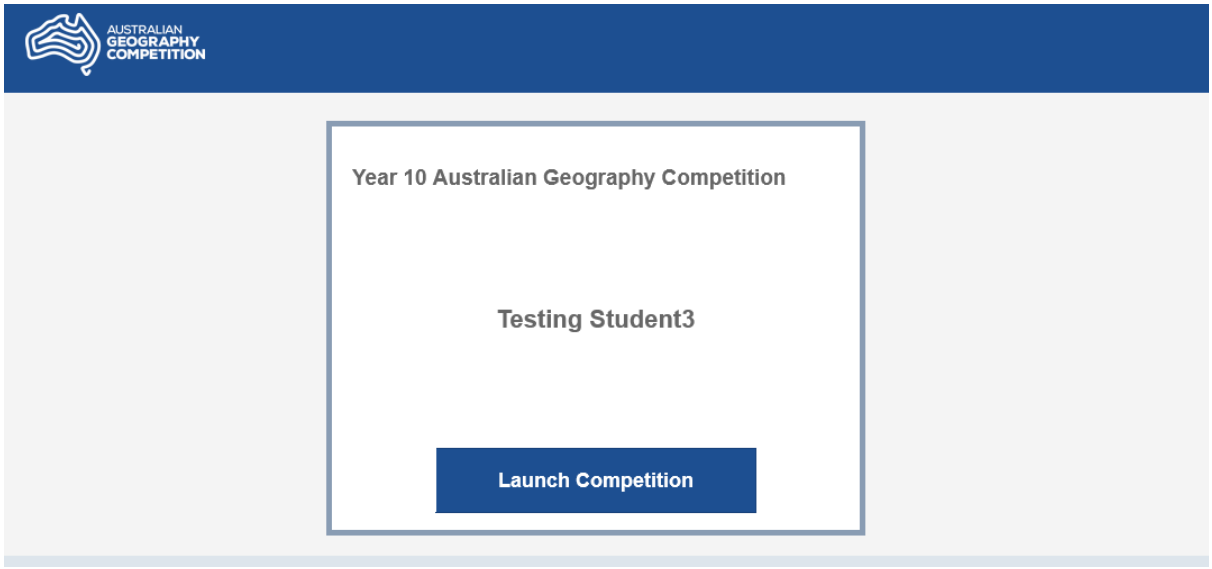



10. The student is now at the instruction page.




11. Student clicks **Next** when they have finished reading the instructions, and then confirms they have finished reading them.

12. Student clicks the **Launch Competition** button.




13. Student may wait for teacher to start the session. If the teacher has not clicked on the **Start session** button within the test session, the student will be shown a 'Wait to begin' screen at this point. When the teacher starts the session, all the students waiting will automatically be taken to the next screen with the first question and start at the same time. If the teacher started the session earlier, the student goes to the first question directly after clicking Launch Competition.