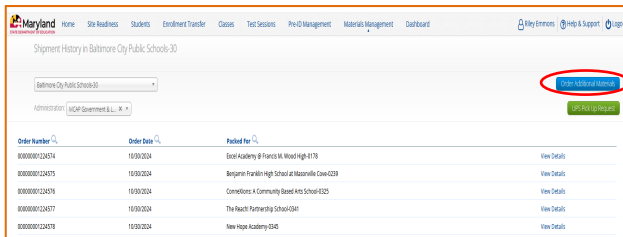


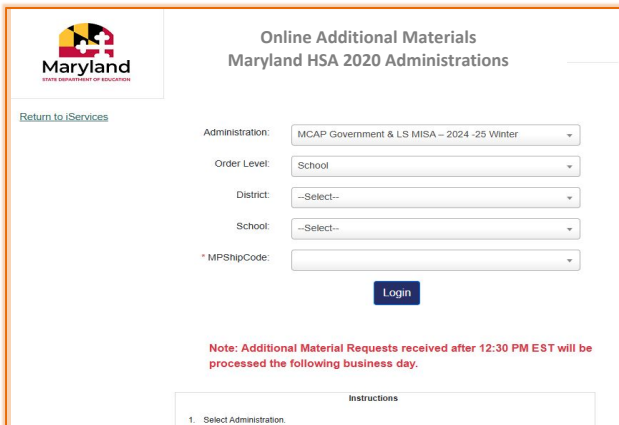
Instructions for Ordering Additional Test Materials

If you are missing any materials listed on the packing slip(s) or if you need any additional testing materials, you can utilize the Online Additional Materials ordering screens by following the steps below:

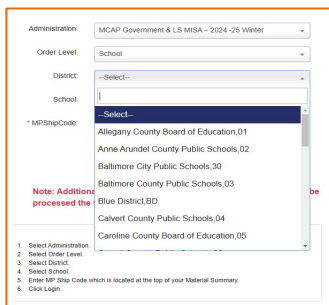
1. On the Materials Management tab, click on the button “Order Additional Materials”.



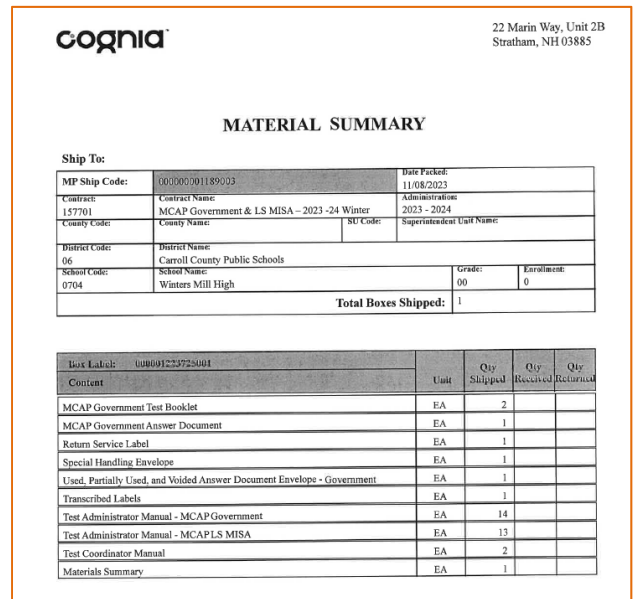
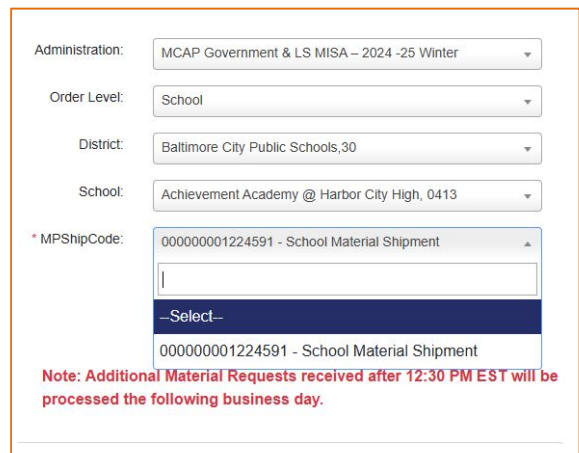
2. The Administration will already be pre-populated. Next select your Order Level by choosing either “School” or “District” from the second drop-down list.



Then select the name of your District and/or School in the following lists. Institutions are in alphabetical order. Or the Search function can be used to the right of each drop-down list.



3. Use the pull-down menus to select your district and school. Then enter your “MP Ship Code” to enter the ordering screens. **This number is located at the top of your Materials Summary Form that came in your shipment boxes. (If you have not received an initial shipment from Cognia, you will not have an MP Ship Code to enter here. Please call the Help Desk at 1-866-207-8804 and a representative will place an order for you.*



(continued on back of page)

4. Now fill in the boxes for your Grade, Contact Information, and Quantity of products you need.

Quantity	Product Name
<input type="checkbox"/>	MCAP Government Answer Document
<input type="checkbox"/>	MCAP Government Braille Test Kit
<input type="checkbox"/>	MCAP Government Large Print Test Kit
<input type="checkbox"/>	MCAP Government Spanish Answer Document
<input type="checkbox"/>	MCAP Government Spanish Large Print Test Kit

Please be sure to verify the Shipping Information on the bottom of the screen.

Use the Comments section for any details such as an address correction or if the product you need is not displayed on the list (Ex. shipping materials, memo, etc.). If requesting materials that are not on the list, you must enter in a number in at least one of the product quantity boxes. Please specify in your comment whether that product is actually needed.

**Any corrections to the shipping address placed in the Comment box will be verified by Cognia and MSDE.*



5. Enter this order by clicking the **Place Additional Order** button at the bottom of the page. You will review your order on the next page. Then, you must click the **Confirm Order** button at the bottom of the page to complete your order.

6. Once the order is approved by MSDE and shipped, the confirmation number will appear on the **Materials Management** page.

Quantity	Product Name
1	MCAP Government Answer Document
1	MCAP Government Braille Test Kit
1	MCAP Government Large Print Test Kit
1	MCAP Government Spanish Answer Document
1	MCAP Government Spanish Large Print Test Kit
2	MCAP Government Spanish Test Booklet
1	MCAP LS MISA Spanish Large Print Test Kit

THANK YOU

NOTE: Additional Materials Ordering of paper test materials is intended only if required by the student's IEP or in special circumstances that will be reviewed by MSDE

- ❖ Additional manuals can be found on the Maryland Help & Support Site: <https://maryland.onlinehelp.cognia.org/> or ordered through Additional Materials.
- ❖ Remember to order as soon as possible to ensure proper delivery. Orders must be placed by **12:30 p.m. Eastern Time** for action to begin on the order the same day.

If you have any problems with the online system, contact the Help Desk at **1-866-207-8804**.