

Interpreter Readiness Assessment (IRA) Registration User Guide

- 1. Go to https://my.languageline.com/llu/go/login/
- 2. First-time users must create a free registration account by clicking on **Create a New Account** at the bottom of the page. (Current users skip to step 9.)

LanguageLine Academy-	nguage Li	ine Acader	ny	
Login	Training	Help		
Login Please login to request or ch	eck status for testing or train	ning.		
Email * Password *	Login			
Request New Password	<u>2.</u>			

3. Enter all information requested to create a new account, read the Non-Disclosure Agreement, click that you have read and accepted the NDA, and click Submit.

Login	Training Help
Create an Acc	ount
Please complete the followin	g form to create an account.
1 • Account Infe	ormation
Email *	
Create Password *	
	Your password must be at least 6 characters long, only contain alpha- numeric characters and the following symbols: I @ # \$ % ^ &, and contain at least 1 character and 1 digit.
Confirm Password *	
2 • Your Details	1
First Name *	
Last Name *	
Organization *	
Phone Number *	
Fax Number	
3 • Non Disclos	ure Agreement
I have read and acc	epted the <u>Non Disclosure Agreement</u> . 3
	Submit



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4. A message will appear instructing you to check your email for a link to activate your account. **You must activate your account** through the link in the email you will receive in order to begin using the online registration system.

LanguageLine	Language	Line A	cademy
Login	Training	Help	
Thank You	4.		
Your user account has receive email from IIu(been created. You should r Blanguageline.com.	eceive an email cont	aining a link to activate your account. Please make sure that you can
« Back to: Login			

- 5. If you do not receive an email with the activation link, check your junk mail or spam folder, and add <u>**IIu@languageline.**</u> <u>com</u> to your safe senders list. Contact us at <u>**IIa@languageline.com**</u> if you continue to experience technical difficulties.
- 6. Click on the link in the email sent to you to activate your account.

New A	ccount
llu@lan	guageline.com
To me	
Welcor	ne to Language Line University
Follow th	ne two simple steps below to begin using the scheduling tool today.
Step 1: (https://n	Click the link below to verify your email address and activate your username.
Step 2: L	og in using your username and password below.
Your Use	ername: bethkuperman@yahoo.com
Your Pas	sword: Harbour1
If you ha	we any questions or comments, please send an email to <u>llu@languageline.com</u> .
Thank Y	ou
Languag	e Line University
www.lan	guageline.com/llu

7. Once you see the message indicating your account has been activated, click **Back to: Login**.

Language Line Academy										
Login	T	Training	T	Help	-					
Congrat	ulati	ons!								
Your account has	been act	ivated and is now	v ready to	be used.						
In order to use ou	r service	please continue t	to our logir	n page and ent	er your u	semame	and passv	vord.		
Thank You <u>« Back to: Login</u>	7.									



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- 8. **PLEASE NOTE** if you do not have a Language Line Client ID, you must also sign and return (via email or fax) a copy of the LLA NDA prior to submitting a registration. To request a copy, please email <u>lla@languageline.com</u>. If you do not return a signed NDA prior to registering for a test, the registration will be incomplete and will be declined.
- 9. Enter the email address and password for the account you created and click Login.

LanguageLine	Lang	guage L	ine A	cademy	
Login	Tra	ining	Help	1	
Login Please login to reque	est or check st Email *	atus for testing or tra	aining.	9.	
Request New Passo Create a New Acco	word unt				

- 10. The Welcome page displays Upcoming Tests in the next 30 days and Pending Test Requests.
- 11. To register a new test, click on Submit a New Request.

LanguageLine Academy-	Language Line Academy							
Home	My Test Cart	Training	My Profile	Help				
Welcome Upcoming T There are no sched	Tests 10.	_	_		_			
There are no pendir Submit New Require View All Past Test	ng tests. est 11. Requests							

12. Click Add Test. You will be able to register more than one test per request.

Home	₩ Test Cart	Training	My Profile	Help	
My Test Ca	art				
Please add one or mo	re tests to this request. Once	you are done, please	click Proceed to check out yo	our request.	
Tests					
Add Test 12.					
Add Test					



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13. Select Language.

Home	₩ Test Cart	Training	My Profile	Help	
Add a Tes	t				
	Language *	 1 ;	3.		

14. Select **Test Type** and **Test Kind**. For **Interpreter Readiness Assessment**, the Test Type will be "Interpreter Readiness Assessment." Enter test **Candidate's name** and **phone number** and click **Next**.

Home	My Test Cart	Training	My Profile	Help	
Add a Test					
Can Candidate Pl	Language · Arabic Test Type · eLPT On Test Kind · Standar didate Name ·	v nline 24/7	1	4.	

- 15. Scroll through available test dates using the **Previous, Current** and **Next Week** links. Available dates and times are denoted in blue.
- 16. Choose **any** available slot, as this selection is just used for the purposes of registering the candidate information. **It does NOT mean the test needs to be taken at that time.** The eLPT is actually taken online/over the phone, and can be done at any time, 24/7, at the candidate's convenience, once the registration is complete and confirmed by LLA Admin.

lease select	an available time	from the calen	dar below.					
II times are i	noted in Pacific S	tandard Time.						
Previous			Current Meek		Next Meek			
Neek			Carlen Week		Diese Frieden			
	06/28/2010	06/29/2010	06/30/2010	07/01/2010	07/02/2010	07/03/2010	07/04/2010	
7:00								
7:30								
8:00		Unavailable						
8:30			-	_	_			
9:00			Unavailable	Select	Select			
9.30		I have a bable	Description					
10.00		Chavalable	Unavaliable				<u> </u>	
10.30				(here which is	Colore		0.	
11:00				Unavalable	049401			
12:00		Liozupitable	Unavailable	Salart				
12:00			CTI T T T T					
13:00					Unavailable			
13:30				Select				
14:00		Select	Select	1	Select			
14:30								
15:00		Select	Select	Select	Select			
15:30								
16:00			Unavailable					
16:30								



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- 17. Once the test is registered and confirmed by LLA Admin, an email will be sent by LLA to the test Scheduler with instructions and the link to the test. The scheduler will then forward that information to the candidate to access the test and complete it.
- 18. Click **Add Test** to register for another test, or **Remove** to delete a test.
- 19. Once you have added all desired tests, you must click Proceed to submit your request.

- 20. Select Payment Type and enter the Payment Details.
 - A. Charge Client ID (Pacific Interpreters clients please enter 246810 as your Client ID).

Home	Create a Request	Training	My Profile	Help	
Pavment D	etails				
Please provide the pay	vment information below.	When complete, click the	Submit button below to co	mplete your request.	
			-		
Payment Type *	Charge to Client I	· · 20.	A .		
Client ID*					
Submit					

B. Or Charge to Credit Card

Home	Create a Request	Training	My Profile	Help
	4-11-			
ayment De	talls			
ase provide the paym	nent information below. Wi	hen complete, click the	e Submit button below to c	omplete your request.
Payment Type*	Charge to Credit Care	• 20 .	В	
Card Type *	American Express	-		
Card Number*				
Expiration Month				
Expiration Year*				
Name On Card*				
Billing Address *				
Billing Address 2				
Billing City*				
Billing State*				
Billing Zipcode*				
Submit				

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21. You must click Submit to process your request.

22. If your request has been successfully submitted you will receive a message that your request is complete.

Home	My Test Cart	Training	My Profile	Help
Request C	ompleted 2	2.		
Thank you for submit	ting your request. Please che	ck back later to confirm th	e status of your reques	t.
Return to Listing				

23. To verify the status of your requests, click the Return to Listing link or log in to your account. Tests listed in the Upcoming Tests in 30 Days section have been confirmed. Pending requests are listed in the Pending Test Requests section.

Welco	me										
Upcomi	ing Tes	ts in	30 D	ays 💋	23.						
Candidate	Test Date	Time	Phor	ne # Re	quest	Languag	е Туре				
John Doe	07/15/10	8.00 PS	T 312-5	65-1212 R-0	00002221	Hungerien	Language Prot	lciency Test			
Pending Candidate	g Test	Requ	iests lime	Phone #	Requ	est Sta	tus Language	Туре		_	- 2
Ciango Reihni	herat 07/16	/10 8	00 PST	847-987-58	9 R-0000	02222 Pen	sing Urdu	Interpreter S	Skills Test		

24. Click View All Past Test Requests for a list of declined requests and previous tests.

Home		My Test Cart	Training	T My	Profile	T	Help	-
All Pre	vio	us Test Reque	sts 24.					
Date	Time	Status	Interpreter	Phone #	Language	Туре		
09/04/10 PST	9.00	Cancelled - Need to Reschedule	Wonder Woman	123456789	Armenian			
05/05/10 PST	10.00	Cancelled - Need to Reschedule	Super Oirl	451-678-9123	Annenian			
09/06/10 PST	9.00	Cancelled - As Requested	Kelly Fitzgerald	222-123-1234	Spanish			
07/01/10 PST	14.00	Approved	Robin	789456123	Amerian			
06/24/10 PST	14:00	Approved	Batman	789458132	Amerian			
07/16/10 PST	8:00	Cancelled - As Requested	Django Reihnhardt	847-987-5889	Urdu			
07.09/10 PST	10.00	Cancelled - As Requested	Jane Smith	773-222-5515	Japanese			
07/15/10 PST	8.00	Cancelled - As Requested	John Doe	312-555-1212	Hungarian			
07/02/10 PST	15:00	Cancelled - As Requested	John Smith	123456789	Spanish			
06/17/10 PST	8.30	Cancelled - Need to Reschedule	Archie Goodwrench	123456789	Mandiarin			
06/18/10 PST	12:00	Cancelled - Need to Reschedule	Veronica Black	789458123	Mandarin			
06/17/10 PST	8:30	Cancelled - Need to Reschedule	Jalane Temme	123456789	Mandarin			

TO CANCEL/CHANGE/CONFIRM A REGISTRATION

Email: Ila@languageline.com Call: 1-877-351-6636 in U.S. 1-831-242-8414 outside of the U.S.