



SAE Platform Tutorial Contents

BOC Central Login

Log in to your personal profile in BOC Central™

Assign vouchers and/or take a Self-Assessment Exam

Purchase program vouchers

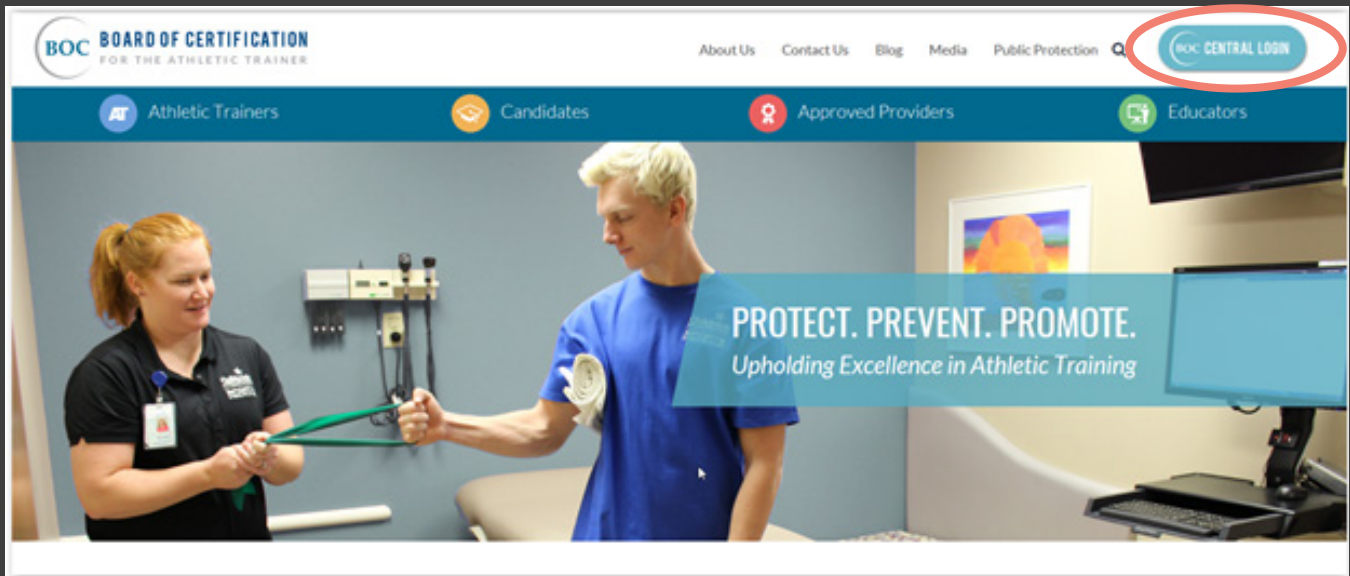
Print/email receipts

View purchase history

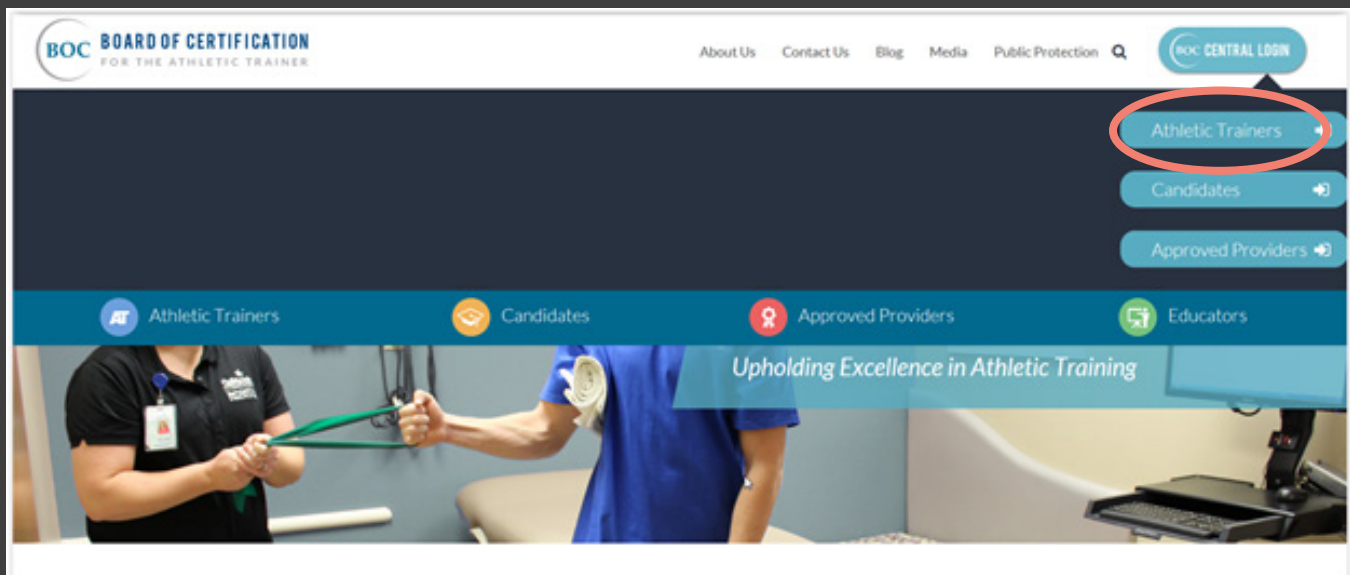
Assign a voucher

View student results

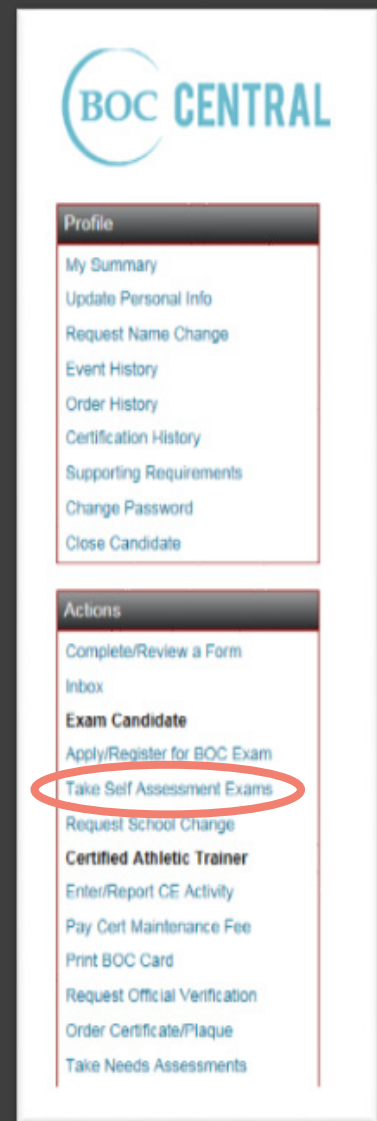
1 | Click “BOC Central Login”



2 | Click “Athletic Trainers” to log in to your personal profile in BOC Central™

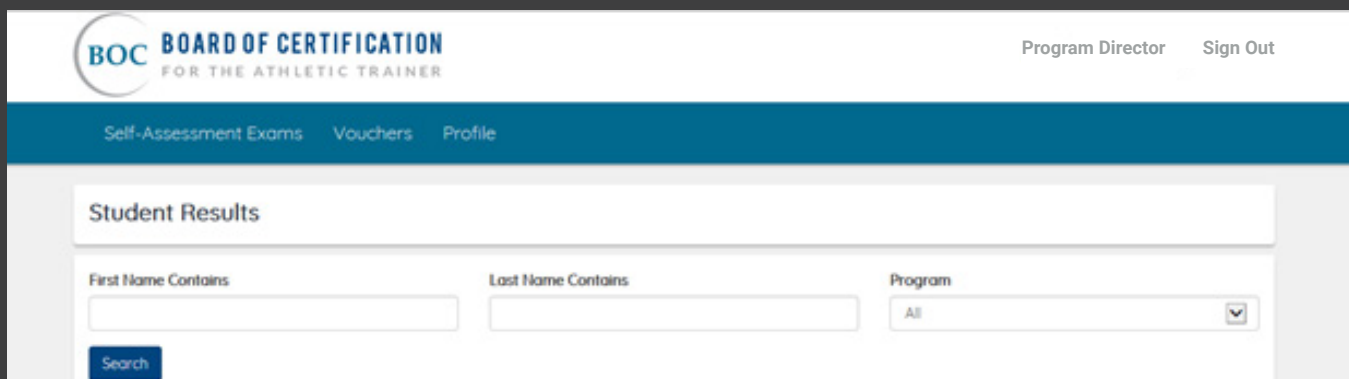


3 | Click “Take Self Assessment Exams” to assign vouchers and/or take a Self Assessment Exam



You will see student’s SAE results located on the next screen

- Students have to give permission for the results to be released to the program
- Email Exam@bocatc.org to request additional faculty members to be added to your BOC programs profile



4 | Purchase program vouchers

- Click “Vouchers”
- Select “Purchase Vouchers”

The screenshot shows the BOC Board of Certification website. The user is logged in as a Program Director. The navigation menu includes 'Self-Assessment Exams', 'Vouchers', and 'Profile'. The 'Vouchers' menu is open, showing options: 'Purchase Vouchers' (highlighted with a red circle), 'Assign vouchers for BOC University -', 'My Personal Vouchers', 'My Program Vouchers', and 'Purchase History'. Below the menu is a search form with 'First Name Contains' and 'Program' dropdowns. The search results show 'No results were found.'

- Enter the number of vouchers you want to purchase for your program
- Select the program (Bachelors/Masters)
- Pay by credit card
 - Enter payment information and complete order
- Pay by check – select pay by check and mail the check to the BOC
 - Vouchers will not be released for use until payment is received

The screenshot shows the 'Purchase Vouchers' form on the BOC Board of Certification website. The user is logged in as Nathan Burns. The form includes a 'Quantity' field (15, highlighted with a red circle), a dropdown for 'These vouchers are for.' (BOC University, highlighted with a red circle), and a 'Total: \$30.00' display. Below this is a note about discount pricing: 'Discount pricing is available on bulk voucher purchases. A 10% discount will be applied when purchasing 10 or more vouchers. A 15% discount will be applied when purchasing 15 or more vouchers.' The payment section is titled 'Pay with card' and includes fields for 'Card Number', 'Expiration Date (MM/YY)', 'CV (3 digits)', and 'Postal Code'. At the bottom, there are two buttons: 'Complete Order' and 'Pay with check', both highlighted with a red circle.

5 | Print/email receipts by entering the email address and clicking "Send"

Note: Receipts can be sent to any email address

BOC BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER

Program Director Sign Out

Self-Assessment Exams Vouchers Profile

Voucher purchase was successful.

Purchase History

Purchase Successful

Thank you for your purchase. Please send a check for the Total Cost along with your Order ID to the address below:

Board of Certification
Attn: Credentialing Services
1415 Horney St., Ste 200
Omaha, NE 68102-2250

Purchased Vouchers will be available after check has been received and processed.

Name	Name
Order ID	1709K4AY
Total Cost	\$582.00
Quantity	15
Purchase Date	09/06/2017
Payment Type	Check

Send receipt to another email: [Send](#)

6 | See previous purchases by clicking "Purchase History"

BOC BOARD OF CERTIFICATION FOR THE ATHLETIC TRAINER

Program Director Sign Out

Self-Assessment Exams Vouchers Profile

Student Results

First Name Contains Program

[Purchase Vouchers](#)
[Assign Vouchers for BOC University - My Personal Vouchers](#)
[My Personal Vouchers](#)
[Purchase History](#)

[Search](#)

List provides a history of your purchases

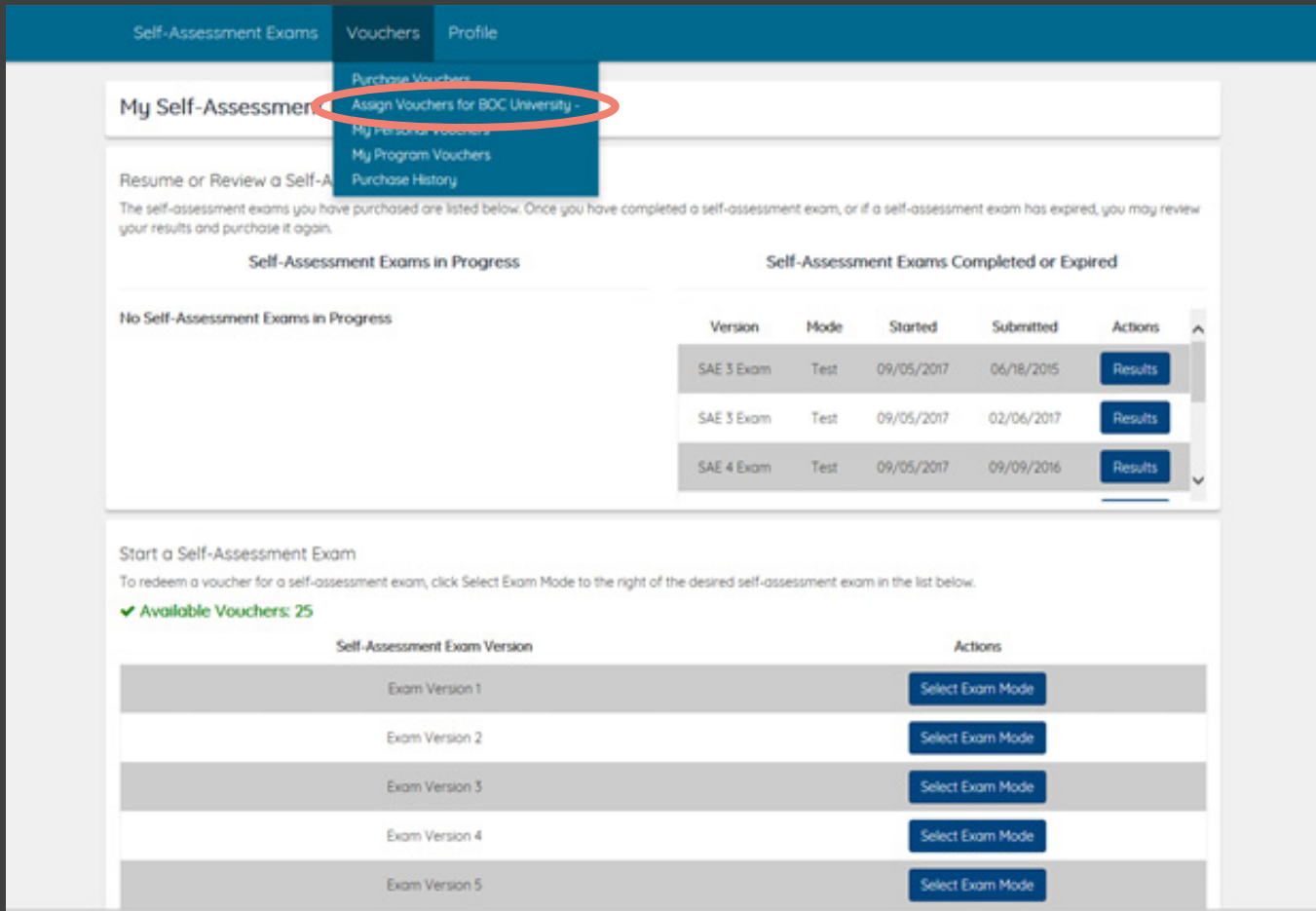
Self-Assessment Exams Vouchers Profile

Purchase History

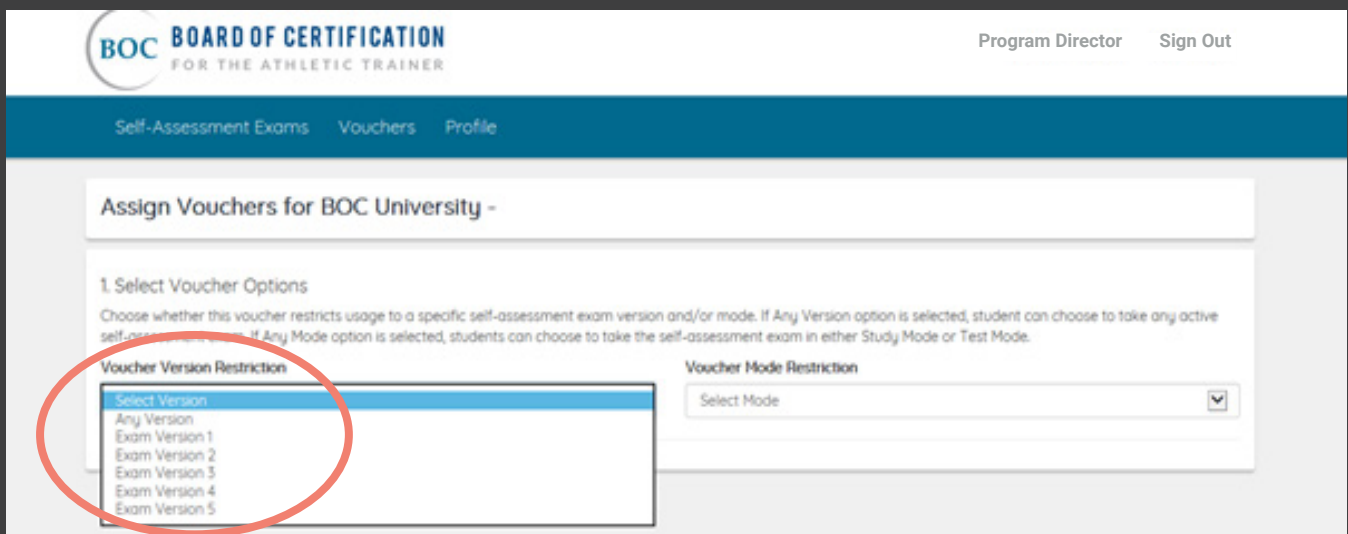
Order ID	Purchase Status	Quantity	Payment Method	Total Price	Purchase Date	Actions
1709K4AY	Complete	15	Check	\$582.00	09/06/2017	View Order Details

If you need records for purchases older than those shown, please contact an administrator for assistance.

7 | Assign a Voucher by clicking “Assign Vouchers for (name of your institution and bachelors or masters program)”



First, select the version of the exam you want to assign to your students or select “Any Version” if they can take any version.



7 continued |

Next, select the Mode of the exam you want the student to take.

- Study mode will provide references and answers, but no results
- Test mode will only provide a diagnostic report upon submission of the exam
- Select Any Mode if they can take any mode

The screenshot shows the 'Assign Vouchers for BOC University' page. The 'Voucher Mode Restriction' dropdown menu is open, showing options: 'Select Mode', 'Any Mode', 'Study', and 'Test'. The 'Any Mode' option is highlighted with a red circle.

Lastly, click “Assign Voucher” button to assign the exam to a student. Multiple students can be assigned the same version/mode by clicking “Assign Voucher” next to each student.

The screenshot shows the 'Assign Voucher' page. The 'Voucher Version Restriction' is set to 'Any Version' and the 'Voucher Mode Restriction' is set to 'Any Mode'. Below the search fields, there is a table with columns: Email, First Name, Last Name, Vouchers Assigned, and Actions. The 'Assign Voucher' button is highlighted with a red circle.

Email	First Name	Last Name	Vouchers Assigned	Actions
email@email.com	Name	Name	0	View Assign Voucher

Click on the “My Program Vouchers” link if you mistakenly assigned a voucher to a student

The screenshot shows the 'My Program Vouchers' page. The 'My Program Vouchers' link is highlighted with a red circle.

7 continued |

Then, click "Reclaim Voucher" to unassign this voucher from a specific student

Mode	Version	Expiration Date	Code	User Assignment	Redeemed On	Actions
Any	Any	09/06/2018	1709H8T3	None		
Any	Any	09/06/2018	1709D2EQ	None		
Any	Any	09/06/2018	1709ZG36	None		
Any	Any	09/06/2018	1709NW2Q	None		
Any	Any	09/06/2018	17097FDG	None		
Any	Any	09/06/2018	1709VW3X	None		
Any	Any	09/06/2018	17092DTA	None		
Any	Any	09/06/2018	1709ZAQH	None		
Any	Any	09/06/2018	170993JX	None		
Any	Any	09/06/2018	1709R76M	None		
Any	Any	09/06/2018	17094K26	None		
Any	Any	09/06/2018	1709XC9G	None		
Test	Exam Version 1	09/06/2018	1709N9RT	Student's Name		Reclaim Voucher
Test	Exam Version 1	09/06/2018	1709D5WF	Student's Name		Reclaim Voucher
Test	Exam Version 1	09/06/2018	17097XMY	Student's Name		Reclaim Voucher

8 | View student results

- Click on "Self-Assessment Exams"
- Select "Student Results"

Self-Assessment Exams Vouchers Profile

My Self-Assessment Exams Student Results BOC University -

1. Select Voucher Options
Choose whether this voucher restricts usage to a specific self-assessment exam version and/or mode. If Any Version option is selected, student can choose to take any active self-assessment exam. If Any Mode option is selected, students can choose to take the self-assessment exam in either Study Mode or Test Mode.

Voucher Version Restriction: Any Version
Voucher Mode Restriction: Any Mode

2. Select Voucher Recipient
Click Assign Voucher to next to the name of the student or students. Search by email or last name to find specific students. If a voucher is assigned incorrectly, go to My Program Vouchers to reclaim the voucher.

Email: Last Name: Search:

✓ Total Program Vouchers Available: 15

Email	First Name	Last Name	Vouchers Assigned	Actions
email@email.com	Name	Name	0	View Assign Voucher