EADMS RCD CFA Printing Guide
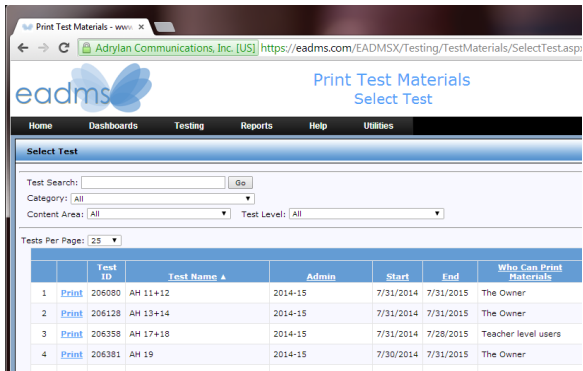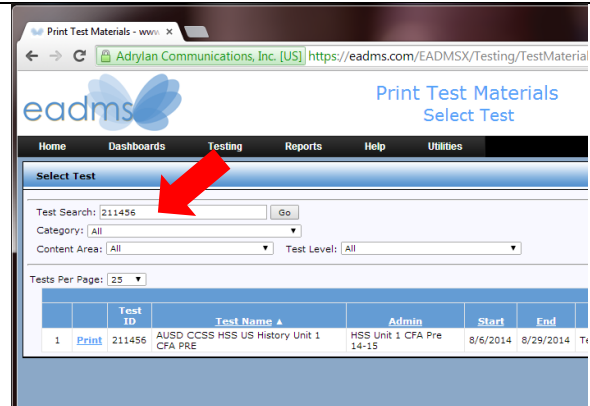

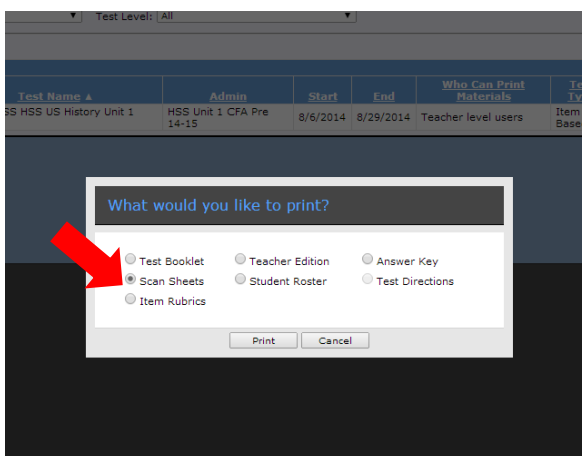1) Go to www.eadms.com. Type in your EADMS username and password.
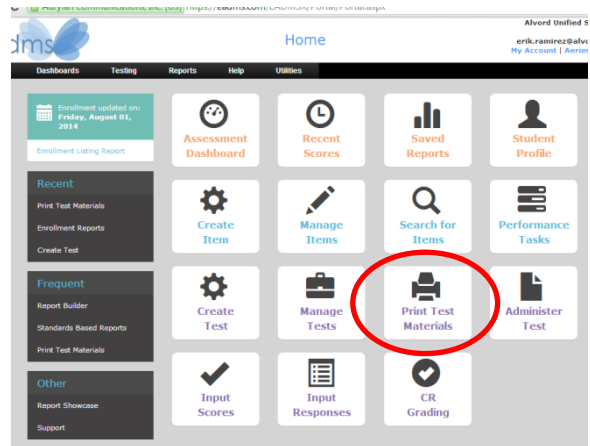
2) From the new homepage, select *Print Test Materials*.

3) This page will give you all the test search options. You can search by *Test ID #*, *name*, *category*, *content area* and/or *test level*.

4) In the *Test Search* box, enter your Test ID # and click *Go*.

5) A window pops up. Now you can choose what you would like to print (we still have a couple of steps to go before we actually print on paper). Select *Scan Sheets*. Click *Print*.

6) Make sure the *Pre-ID Sheets* button is filled in. Click *Next*.

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7) In this area you may choose the student groups you would like to print. There are many options available to you.

8) Use the triangle or the small blue icon to select students who will be taking the exam. Next click *Generate*.

9) EADMS will generate a PDF file of your scan sheets. It will take a moment (if you are using Chrome, the download will appear in this corner).

10) You will see a new file open up. It consists of the *PRE-ID Scan Sheets* for your student group. These are the documents that will actually be printed. Double check that the information is correct before you print.

11) Be sure that *Scaling* or *Fit to Page* is turned OFF. If your printer has two sided copying, make sure that is turned OFF as well.

Thank you!

If you have any questions, please contact Erik Ramirez, Mark Rasmussen, Meghan Martinez or Heather Goodwin-Parreno.

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