**Step-by-step guide to ordering paper test materials on ERC DOTS**

**See also our FAQs page.**

1. Go to *schooladmin.erc.ie* and enter your email and password to log in. Use the login and password that were emailed to you. If you don’t know or have forgotten your password, click on *forgot your password?* to set a new one.
2. Once logged in, you will be directed to your school’s *home screen*. Please ensure the information here is correct and up-to-date. If any information on the Home tab is incorrect, please contact the ERC to make the relevant changes by emailing dots@erc.ie.
3. To place an order, select *Order Tests* from the panel on the left-hand side of your screen. This will expand and allow you to select either *Buy Online Tests* or *Buy Paper Tests*.
4. When you click *Buy Paper Tests*, you will notice several categories of test to choose from. Each of these categories can be expanded to reveal the full list of tests contained in that category. At this stage, you can also choose between *Primary* or *Post-Primary* tests by selecting the desired category above the search bar. Alternatively, you can use the search function and filters to find the required test. These can be found at the top of your screen.
5. Scroll through the available tests and make your selection by clicking *add to cart*. You will notice the item appearing in the *order summary* on the right-hand side of your screen. As you add to the order, the total cost will also be visible. If you need to remove an item from your order, simply click the ‘*X’* to the right of the item you wish to remove and the total will be amended accordingly.
6. After completing your order, the next step is to enter your details. Click *Your Details* at the top you your screen and fill in the required fields.
7. Once this has been done, proceed to the third stage. Click *Shopping Basket* and **check that you have ordered the correct tests and that the amounts ordered are also correct.** Any unwanted items may be deleted and the quantities ordered can be amended at this point. If you are satisfied that the order is correct, click *pay* in order to proceed. See step 5 for instructions on how to add and remove items to your order.
8. The final step is to make payment. Please ensure that the billing address and shipping address that you supply are correct.
9. After confirming your details and reviewing your order, you can pay by credit card, or you can choose to have an invoice emailed to your school for later payment.
10. Once an order has been submitted, it will be available to view by clicking the *order history* tab on the left-hand side of your screen. From here you can amend, cancel and track your order’s progress as it is processed and shipped by the test department.
11. When your order has been processed, the *View Details* button on the drop down menu will give you the full details of your order. It will include the tracking numbers of the packages that have been shipped so you can track your parcels. You can also use this drop down menu to process returns if necessary.