

Create a Test Center

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You can create a CX test account and use it to train yourself, your staff, and your center at no cost to you.

1. Click **Enroll Center** from the toolbar at the top of the window. The Enroll Center window opens to the General tab by default.
2. Click the **Center #** box and enter a center number. You can enter any number that is not currently in use.
3. Click the **Center Name** box and give this center a name. Be sure to use the word Test in the name.
4. Click the **Email Address** box and enter your own email address.
5. Complete the remaining required fields. Required fields are: State, Original Start Date, and Profit Status.

The screenshot shows the 'Enroll New Center' application window with the 'General' tab selected. The form is divided into several sections:

- General:** Center # (9997), Center Name (JessTest), Corporation Name, External Id, Status (Active).
- [Primary Center Contact Info]:** Director's Name, Primary Ph.(Ext)#, Fax Number, Email Address, Alt Phone #.
- [Center Site Info]:** SITE Address, City, State (TX), Zip code, Center Web URL, County (--- Select ---), Primary School District (--- Select ---).
- [Mailing Address Info]:** Address, City, State (--- Select ---), Zip.
- [Inspection Expirations]:** Req'd? (checkbox), Fire (checkbox), Health (checkbox), Sanitation (checkbox).
- [Center Business Info]:** Business Type (--- Select ---), Profit Status (Non-Profit).
- [Food Service Info]:** Service Type (--- Select ---), Service Style (--- Select ---), Annual Cost (0.00), Contact Name, Email, Contact Phone.
- [Food Service Mgmt Co Info]:** Contact Name, Email, Contact Phone.
- [Center Basics]:** State Agreement #, Alternate #, Federal Tax ID #, Center Title XX #, Center Title XX #, Current Start Date, Current End Date, Allowed Start Date, Original Start Date (2/4/2019).
- [School Info]:** Enrichment Activities (checkbox), Education Activities (checkbox), School Name.
- [Center Notes]:** A large text area for notes.

A 'Next' button is located at the bottom center of the window.

6. When finished, click **Next**. The License/Schedule tab opens.
7. Complete the required fields in this tab. Required fields are shown in red and may vary by state.
8. When finished, click **Next**. The Oversight tab opens.
9. Click the **Login** box and enter a new log in ID that is easy to remember.
10. Click the **Password** box and enter a new password.

The screenshot shows the 'Enroll New Center' application window with the 'Oversight' tab selected. The window title is 'Enroll New Center' and the subtitle is 'Enrolling Center: JessTest'. The interface is divided into several sections:

- Directions to Site:** Includes a text field for 'Driving Instructions', a numeric field for 'Mileage to Center' (set to 0.00), and a text field for 'Map Locaton'.
- Center Admin Info:** Contains a checkbox for 'Override Admin Rate' with a percentage field, a dropdown for 'Administration Type', a numeric field for 'Override Enrollment Expiration Month' (set to 0), and two checkboxes: 'When Processing, Check Daily Child In/Out Times' and 'When Processing, Skip Menu Edit Checks'.
- Center Login Info:** Features a button 'Auto Generate Login and Password', a 'Login' field with the value '2592x2wkqt', a 'Password' field with the value '5pptkkkg', a 'Send Welcome Letter' button, and a 'Login As This Center' button.
- Site Monitoring info:** Includes a dropdown for 'Monitor', a 'Next Visit Due' field, and a 'Start Month' dropdown (set to 'Oct').
- Center Referral Info:** Contains a 'Referred By' field and a 'Previous Sponsor's Name' field.
- Record Attendance Date/Time Limitation:** A dropdown menu.
- Payment Options:** A checkbox for 'Prevent Center from using Select-All in Record Attendance' and a checkbox for 'Pay via Direct Deposit'.
- Bank Information:** Fields for 'Bank Account Type', 'Bank Account Number', and 'Bank Routing Number'.
- Hold Reason Notes:** A large text area for notes.
- Sponsor Notes:** A large text area for notes.

A 'Save' button is located at the bottom right of the window.

11. Click **Save**.
12. Click **Send Welcome Letter** to send a welcome letter to the email address you entered in the General tab. A web page opens.
13. Click **Send Email**.

The welcome email includes a Start-Up Guide that walks you through the center side of the account. We recommend you enroll a child in age group, plan and record meals, print menu production records, record attendance, and so on. We also encourage you to share your test center account with other staff members to help them learn CX.