

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' window with the 'General' tab selected. The form is divided into several sections:

- General Information:** 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.
- Food Service Info:** Service Type (--- Select ---), Service Style (--- Select ---), Annual Cost (0.00), Contact Name, Email, Contact Phone.
- Food Service Mgmt Co Info:** (Empty section).
- Center Basics:** State Agreement #, Alternate #, Federal Tax ID #, Center Title XIX #, Center Title XX #, Current Start Date, Current End Date, Allowed Start Date, Original Start Date (2/4/2019).
- Center Notes:** (Empty text area).
- Inspection Expirations:** Req'd? (checkbox), Fire (checkbox), Health (checkbox), Sanitation (checkbox).
- Center Business Info:** Business Type (--- Select ---), Profit Status (Non-Profit).
- School Info:** School Name (dropdown), checkboxes for Enrichment Activities and Education Activities.

A 'Next' button is located at the bottom right of the form.

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. The 'General' tab is selected, and the center being enrolled is 'JessTest'. The form contains several sections:

- Directions to Site:** Includes fields for 'Driving Instructions', 'Mileage to Center' (0.00), and 'Map Location'.
- Center Admin Info:** Includes checkboxes for 'Override Admin Rate', 'Administration Type' (dropdown), 'Override Enrollment Expiration Month' (0), and checkboxes for 'When Processing, Check Daily Child In/Out Times' and 'When Processing, Skip Menu Edit Checks'.
- Center Login Info:** Includes buttons for 'Auto Generate Login and Password', 'Send Welcome Letter', and 'Login As This Center'. It also shows 'Login' (2592x2wkqt) and 'Password' (5pttkkg).
- Site Monitoring Info:** Includes a 'Monitor' dropdown, 'Next Visit Due' dropdown, and 'Start Month' (Oct).
- Center Referral Info:** Includes a 'Referred By' dropdown and a 'Previous Sponsor's Name' field.
- Bank Account Info:** Includes a 'Bank Account Type' dropdown, 'Bank Account Number', and 'Bank Routing Number'.
- Other:** Includes a 'Record Attendance Date/Time Limitation' dropdown, a checkbox for 'Prevent Center from using Select-All in Record Attendance', a 'Sponsor Notes' text area, and a 'Pay via Direct Deposit' checkbox.

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.