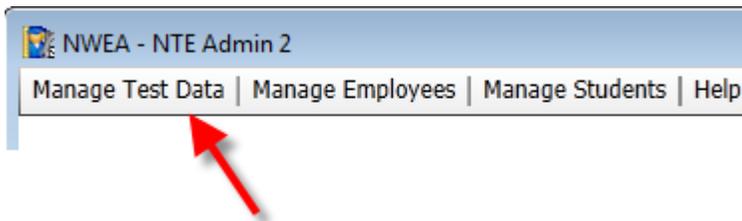


## How to Upload Tests in the NWEA NTE Admin 2

1. Log in to NTE Admin 2. Use your **XXXXYnteadmin** account Remember that the XXYYad1 and XXyyyad2 accounts are not to be used with TestTaker or the NTEAdmin2 tool.
2. Select the "Manage Test Data Link."



3. Verify that only the checkbox to the left of your school is checked.
4. Verify the "Upload Test Results" box is checked.
5. Click the "Start" button.