
Quick Guide ≡ How To Manually Install DRC INSIGHT on an SPPS iPad

1. Open Self Service.



2. In Self Service, scroll to Online Testing and select Insight.



3. Select 

4. Select the home button  to return to the desktop.

- Insight App icon should now appear on the desktop/toolbar.
- Wait for Insight app to fully install



5. From the desktop/toolbar, select (launch) the Insight App .

- If you see the message '**DRC INSIGHT Would Like to Access the Microphone...**'
 - Select OK

6. Follow '**Directions Register iPad for ACCESS 2.0**'.

- (following pages)

Directions Register iPad for ACCESS 2.0

2021-22

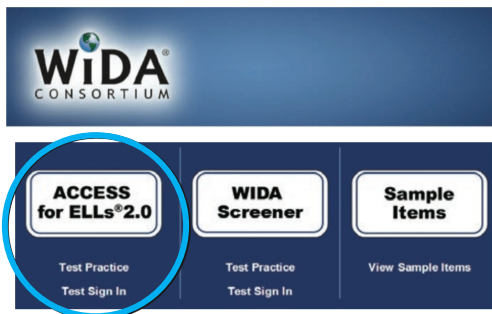
To find your **ORG Unit ID**:

- Go to the REA web site, click on **Data Center** then click on **STAFF ONLY: REA Secure Site**. Enter your Active Directory User Name and Password. Link: https://mis.spps.org/data_center/staff/
- Select your school and click on the **ACCESS_OrgUnit.docx**.
- Write down your school's ORG Unit ID or copy it to a GoogleDoc/shared space so you can take it from iPad to iPad.



1. Select DRC Insight Icon from desktop or toolbar.

If you see the Main ACCESS LogIn Window, the iPad has been registered and **you can stop here!**



If instead you see the **Configuration Not Found** message:

2. Select **Assign Device to ORG Unit**.

Configuration Not Found

Please raise your hand and wait for help.

Contact your technical resource and provide them with the following information:

DRC INSIGHT cannot retrieve the configuration profile associated with this device because it cannot find the Device Toolkit ORG Unit ID. The ORG Unit ID was entered incorrectly, was deleted, or was not assigned to this device.

Click **Assign Device to ORG Unit** to enter the correct ORG Unit ID, or click **Cancel** to end the process.

2. Assign Device to ORG Unit Cancel

Device Registration page will appear.

3. Hand-enter or paste the ORG Unit ID in the box.
4. Select Add.
5. Select Register. iPad registration is now complete.

Device Registration

1. To add the device to a Device Toolkit ORG Unit, enter the ORG Unit ID (or copy and paste it) and click **Add**.
Note: You can repeat this step if you want to access more than one testing program from this device.

2. When you are ready, click **Register** to register the device or **Cancel** to cancel the process.

3. WkujC1MIGg Add 4.

5. Register Cancel

Select the home button  to return to the desktop.

6. Tap on the DRC Insight Icon on the desktop/toolbar.



- DRC INSIGHT will launch.
- Select Test Sign In.
- Student may sign in with Username and Password from Test Ticket (AMS).