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

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/](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**.

**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.
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).