



# How Do I Find My ACCUPLACER i3 Institution and Site ID Numbers?

## **I am an Institutional Administrator**

1. Log in using your Institutional Administrator credentials
2. Select the “Users” tab
3. Select the “Create and Edit Testing Site” option
4. Select “Search and Edit Testing Site

## **I am a Site Manager**

1. Log in using you Site Manager Credentials
2. Select the “Users” tab
3. Select the “Edit Testing Site” option

***The first 6-digits of the 9-digit number will be your Institution ID Number. The last 3 digits are your Site ID Number. (i.e. 158963-025). Always provide entire 9-digit number when referencing your site.***