Terminal Agency Coordinator (TAC)
nexTEST Training Guide
nexTEST is designed to help you track your agency’s operators certifications. As the TAC you will log into “Agency Login” area using your user name and password for the nexTEST system. If you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

NOTE: To get User IDs for non Omnixx users refer to the reports section. The passwords for non Omnixx users will always be the User ID in all capital letters.

To log into nexTEST the TAC will start with the Launchpad: 
https://nextest.wsp.wa.gov/launchpad/index.pl

This is the Launch Pad.

From this screen the TAC will click on nexTEST indicated by the red arrow. This will open the log in screen for nexTEST.
If you are performing TAC duties please sign in by selecting the “Agency Login.” If you are going to be taking your security awareness training or recertification please select the “User Login.”

This training guide will focus on the duties of a TAC. Once you click on the Agency Login you will see the following:

If you are a current Omnixx user, your user name and password are the same as Omnixx. If you do not use Omnixx you will have to contact ACCESS at ACCESS@wsp.wa.gov to get your user name and password.

Once you sign in the below window will be displayed. Help is available on the Launch Pad Home screen as well as within each section. If you select the nexTEST Home button this will log you out of the application and you will have to sign back in.

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Within Reports, User Management/Admin, My Info, and Assistant TAC/Admin window there is a Navigation drop down list for you to be able to navigate to different areas within the application.
User Management

Selecting User Management will allow you to view user profiles, test history, and print their certificates. You can edit the user to add the fingerprint/rebackground date. You can search users by user code (SID number), last name, username or first letter of last name. You can also sort the users by status.

To view a user profile select view. Or to view a user’s history, select history.
By selecting history the below will be displayed. This is where you can display and print off a certificate or view the users test and training history.

By selecting edit, a box will appear giving you the ability to enter the date the fingerprint/rebackground was last conducted. Once you select Submit the last date that was entered is recorded. There is no history kept with the fingerprint/rebackground date information. You cannot add a future date in the system.
**Class Management**

Selecting Class Management will allow you to search for classes, register users or remove them from upcoming classes. All available classes will be displayed or you can choose to display specific classes. Selecting details will give you the specifics of the class. When the class indicates “Contact Instructor” selecting details will provide further information. Make sure to select the correct level of the class the student will be attending.
Selecting registration will display the below. You will be able to search for users by last name, username or usercode. If you only know the beginning part of any of those methods you can search that way also. Example you can search the letter “T” for the last name and all last names that begin with a “T” will be displayed. You will be able to enroll users into a class or withdraw them by selecting the plus or minus key next to each user. You can only enroll or withdraw users that you are a TAC for.

NOTE: When signing a user up for classes in nexTEST, they will either need to be registered for ACCESS Level 1 class OR ACCESS Level 2 class, not both. ACCESS Level 2 is a combination of both Level 1 and 2 so they do not need to be registered for both.
**Assistant TACs**

Selecting Assistant TAC allows you to add an assistant TAC/Assistant Admin. They will be able to view reports and access user information just like the TAC. There is no limit to the number of assistants you can have within your agency.

NOTE: the Assistant TAC/Assistant Admin can only help with user certification. You as the TAC are still responsible for all other TAC related duties.

Click on Assign Assistant Admins and a list of your users will be displayed for you to pick from.

You will be able to search for users by last name or user ID. If you only know the beginning part of any either method you can search that way. Example you can search the letter “T” for the last name and all last names that begin with a “T” will be displayed. Select add to add the Assistant TAC to your agency.

Once you have added an assistant a window will open showing everyone listed as an assistant and you will be able to remove them when no longer needed.

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My Info

Allows you to update your TAC email address, as well as adding the email addresses of your Assistant TAC/Admin. If you have multiple assistant TACs the emails must be separated by a semi colon.

NOTE: If you change your email address within nexTEST you must notify ACCESS at access@wsp.wa.gov. You do not need to notify ACCESS of changes for your assistants.

You and your assistant(s) will receive an email Expiration Notification at the beginning of each month that shows all of your users that will expire within the next 30 days and 60 days.

You and your assistant(s) will also receive activity reports on all users that took a test in the last 7 days. The report will show both passes and fails.

Reports

The Test Activity Report will show all of your operator’s test activity. You can sort by month, a time period, a specific day or all dates.

The Certification Expiration Report will show you a report with your user’s expiration dates. You can sort by month, a time period, a specific day or all dates. This is where you can obtain your User IDs.

Print Certificates allows you to print user’s certificates of completion. Your User IDs can also be obtained here.

The Fingerprint Report will show all of the fingerprint/rebackground dates that have been entered for the users.

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You can also sort the test activity and expiration reports by the following: