TABLE OF CONTENTS

BOC Central™ login
Log into your BOC Central profile
Assign vouchers and/or take a Self-Assessment Exam
Purchase program vouchers
Print/email receipts
View purchase history
Assign a voucher
View student results
SELF-ASSESSMENT EXAM

1 | Click “BOC Central™ Login”

2 | Click “Athletic Trainers” to log into your personal profile in BOC Central
3 | Click “Take Self Assessment Exams” to assign vouchers and/or take a self assessment exam (SAE)

You will see the student’s SAE results located on the next screen
- Students have to give permission for the results to be released to the program
- Email Exam@bocatc.org to request additional faculty members to be added to your BOC program’s profile
4 | Purchase program vouchers
   - Click “Vouchers”
   - Select “Purchase Vouchers”

   - Enter the number of vouchers you want to purchase for your program
   - Select the program (Bachelors/Masters)
   - Pay by credit card
     - Enter payment information and complete order
   - Pay by check – select pay by check and mail the check to the BOC
     - Vouchers will not be released for use until payment is received
5 | **Print/email receipts by entering the email address and clicking “Send”**
Note: Receipts can be sent to any email address

6 | **See previous purchases by clicking “Purchase History”**

List provides a history of your purchases
Assign a voucher by clicking “Assign Vouchers for (name of your institution and bachelors or masters program)”

First, select the version of the exam you want to assign to your students or select “Any Version” if they can take any version.
Next, select the mode of the exam you want the student to take.
- Study mode will provide references and answers, but no results
- Test mode will only provide a diagnostic report upon submission of the exam
- Select “Any Mode” if they can take any mode

Lastly, click “Assign Voucher” button to assign the exam to a student. Multiple students can be assigned the same version/mode by clicking “Assign Voucher” next to each student. (If your student(s) do not appear in the “Select Voucher Recipient” section, make sure they have completed steps 4 & 5 in the candidate tutorial)
Click on the “My Program Vouchers” link if you mistakenly assigned a voucher to a student.

Then, click “Reclaim Voucher” to unassign this voucher from a specific student.
8 | View student results

- Click on “Self-Assessment Exams”
- Select “Student Results”