**Pearson**

**Pearson VUE**
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**To all Training Programs**

Pearson VUE will now be sending 2 reports electronically to your email account. The *Pass/Fail Roster* and *Training Program Report* will be sent on the 15th day of the month.

Both reports will be sent on the month following the end of the reporting period: i.e., *the Pass/fail Roster* will be sent on January 15th for testing data from October through December 2017.

The email that you will receive for your reports will contain the following tag line:

> From: **bi.document.delivery@pearson.com**
> Subject: Pearson BI delivery
> Message: Please find attached report *TrainingProgramReportzip* OR *Pass/Fail RosterReportzip*

Below are instructions on how to access these reports. Once you have done the initial set up, you will only need the password **E4E427DC3F07AE4D** to access the reports.

Reports will only be sent to the **most current email address** we received from *Alliant Georgia Medical Care Foundation.*

The decision to use **ZIP Utilities**, a password protected compressed program, is based on secure delivery of Personal Identifiable Information (PII). Personal Information (PII) is included in the *BI Portal Pass Fail Report* (Name and Grade) information in the report.

**ZIP** is one of the most common compression formats, natively supported by various operating systems and there are many reliable utilities available for free.

If you do not have an unzip utility, you will need to download one before you are able to access the report.

**Pearson VUE is not recommending any specific zip utility as not all applications may work with your communication method, your system and the Pearson VUE services. It is up to your organization to determine which application matches your corporate needs and communicates with the Pearson VUE servers. Pearson VUE does not provide support for this application to gain access to the email attachment; that responsibility lies solely with your IT support staff.**

If you do not receive the e-mail with attached reports, please check your "Spam" folder just in case the email got delivered there instead of your inbox. If so, select the e-mail and click Not Spam, which will allow future messages to get through.

**If you are unable to access/open your reports you will need to follow up with your IT department. The issues may be permissions established for your email account or firewalls within your company network.**

**(ZIP Utilities directions on back)**

# ZIP UTILITIES SPECIFICATIONS

There are many reliable free and commercial utilities available. Below are Internet links to several sites for such utilities.

- http://www.7-zip.org/
- Haozip (http://www.haozip.com/Eng/index_en.htm)
- jZip (http://www.jzip.com/)

Below are installation instructions.

Once the zip installation is complete, you should be able to open the report attached in the email.

### 7-zip utility on Windows operation system

In order to select appropriate installation package you will need to know if your operating system is 32 or 64-bit by doing the following:  On your computer go to Control Panel\System
Make note of **System type** (see below for an example)

Using your Internet browser, navigate to the following URL, **http://www.7-zip.org/** Select appropriate link to download installation package - 32 or 64 bit.

Save installation package in desired location.
Double click on saved file and follow simple installation steps.

### HAO-Zip utility on Windows operation system

Using your Internet browser, navigate to the following URL, **http://www.haozip.com/Eng/index_en.htm**

OR

### J-Zip utility on Windows operation system

Using your Internet browser, navigate to the following URL, **http://www.jzip.com/**

Save installation package in desired location.
Follow installation steps.