Collection of Assessment Results (CAR) Access Application

Installation Guide October 2018

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General Information

The CAR Access application is a Microsoft Access application updated yearly. This installation guide references screenshots from the 2018 version.

If you experience issues during the installation process, please email the details to <u>edu.help.aide@gov.mb.ca</u>.

CAR Access, once populated by the user, will contain **confidential** information. Under no circumstances should CAR Access be available to students.

Important Notes for New Installations

It is highly recommended that CAR Access be installed to the default folder location that appears during the installation.

If Microsoft Access 2016 has not been installed on the computer, a runtime version will be installed automatically.

Step 1: Download the CAR Access Installation File

- 1. The CAR Access installation file is located at http://www.edu.gov.mb.ca/k12/assess/caa.
- 2. Save the file in a location that you can easily find.

Step 2: Install the CAR Access Application

- 1. Close all open applications (e.g., Microsoft Outlook).
- 2. Double-click **CAR_Access_2018.exe** from where it was saved during the download step. The install wizard launches automatically.
- 3. If Microsoft Access 2016 is not found on the computer, you will be prompted to install a runtime version. Click **Download & Install.**

Note: If you do not see the following prompt, go to step 6.



4. Click Yes if the following prompt displays.



It may take up to 5 minutes for the download and install process; do not refresh your computer or close the update window during this time.

Software Update	
Download & Install Status	
Total files to download: 1	
Now downloading #1/1 Access 2016 Runtime	
Please wait	
9% downloaded (20787k of 242164k)	Cancel

5. When the installation is complete, you will see the following message. Click **OK** to continue.



6. Do not change the folder location set to C:\Users\Public\CAR Access. Click Next.



7. Read the software License Agreement. Select "I have read this, understand it, and agree to it" and click **Next**.



8. The installation will begin automatically.



9. If you want to open CAR Access, click **OK**. To complete the installation without opening CAR Access, deselect the checkbox and click **OK**.



10. If you had to install Microsoft Access 2016 runtime version, you may see the following prompt. Consult with your school or division's IT person to determine which option you should select. Click **Accept** to finish the install.

	×
First things first.	
Install updates only	
Install important and recommended updates for Office, Windows and other Microsoft software.	
○ Ask me <u>l</u> ater	
Until you decide, your computer might be vulnerable to security threats.	
This product also comes with Office Automatic Updates. Learn more	
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	ept

11. The installation is now complete and a shortcut to CAR Access has been added to your desktop.

Uninstall CAR Access

1. In the Type here to search box on the taskbar, type "Uninstall-CARAccess.exe".

O Type here to search	😫 🛱 🗎 🎐 🟫 🗘 💆 🖉 🗖 🔼	ኖ ^ዮ ^ 🖮 🛥 🚜 🧖 US 2018-09-11 📑

2. Click Uninstall-CARAccess.exe.

≡	• 1 •	Filters \checkmark
	Best match	
•	Uninstall-CARAccess.exe Desktop app	>
	Search suggestions	
	O Uninstall-CARAccess.exe - See web results	>
2		

3. Click **Yes** to continue.



4. Click **Remove Files** if you want to permanently delete all listed files and folders. If you do not want to delete or are unsure, click **Do NOT Remove Files**.

Note: there may be additional or different files listed.

🛱 CAR Access 2018.0 Uninstall		×
Some files and/or folders that was installed. Below is the list remove the installation folder do this, you will lose all of the delete these, you are not sure instructions, click the "Do Not	t were not added by CAR Access exist in of those files/folders. If you would like from your computer, click the "Remove se files and folders permanently! If you if you want to delete them, or you do Remove Files" button.	n the folder where it to delete these and Files" button. If you do NOT want to not understand these
C:\Users\Public\CAR Access C:\Users\Public\CAR Access	∖CAR-BE.accdr ∖dataFiles	A
		v
		4
Remove Files	Do NOT Remo	ove Files

5. If you selected Remove Files, a confirmation message is displayed. If you are sure you want to delete your data, click **Yes - Remove Them!**. If you wish to save your data, click **NO! Leave Them!**.

🕞 Are you	ı sure?
?	Are you sure that you want to remove these files/folders? They cannot be restored once they have been removed.
	NO! Leave them! Yes - Remove Them!

6. Click **OK** to complete the uninstall.

🛱 CAR Access Uninstalled	x
CAR Access 2018.0 has been removed from your comp	outer.
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