**Instructions to On-line MBA Primer Assessment Testing and Prerequisite Primer Course(s)**

**To Access the Ivy Software Assessment Tests:**

1. To obtain the password for the assessment tests, please send an email to [ivytech@ivysoftware.com](mailto:ivytech@ivysoftware.com) with your name, school and the assessment tests that you are required to complete. Ivy Software will send the assessment passwords back to you via email.
2. To complete the assessment tests, go to <http://www.ivysoftware.com/cgi-bin/test.pl>.
3. Enter your first and last name. In the pull down menu for PROGRAM, find “SAINT MARY” on the dropdown list and select the appropriate assessment test. Note: Select the "assessment," not the "final!" Enter your password and click Continue to start the test. When you have completed the test, you'll get your score.

**You must earn a 70% or better on the assessment test to fulfill your prerequisite requirement.** Otherwise, you are required to complete the primer course(s) indicated in your acceptance letter prior to taking the associated MBA course (see below).

**To Access the Ivy Software Primer Courses:**

1.  To order the primer coursework, go to <http://shop.ivysoftware.com/searchresults.asp?cat=357>

2.  Select the primer course that you have been instructed to complete based on the terms of your acceptance letter:

* Business Math and Statistics
* Financial Accounting
* Fundamentals of Economics
* Understanding Corporate Finance

4.  Purchase and complete the courses you need. You must score a 70% or above on the primer course exam to fulfill your prerequisite.

For technical support, please contact [ivytech@ivysoftware.com](mailto:ivytech@ivysoftware.com) or call 800-342-5489.

If you have any questions, please contact your program advisor:

**Overland Park Campus: Online Program:**

Richard C. Gunter Online Student Services

Director of Business Programs, OPC [onlinestudentservices@stmary.edu](mailto:onlinestudentservices@stmary.edu)

[gunter27@stmary.edu](mailto:gunter27@stmary.edu)