State of Louisiana Test Score Inquiry Quick Sheet

1. Login to Insight using your agency’s assigned username and password for test scoring inquiries.
2. To view an applicant’s test score, select ‘Applications’ under the Applicants menu.
	1. You can search for an applicant by first name, last name, SSN or Person ID.
	2. Enter in the applicant’s information and click the ‘Search’ button.
3. If the applicant has a record in the system, it will be listed on the ‘View Applicants’ page. The name of each page is displayed in red in the upper right hand corner of the page.
	1. Click on the ‘View’ link in the Master Profile column.
		1. Scroll down to the ‘Eligible Lists’ section of the Master Record.
		2. If the applicant has earned a passing score for a test, it will be listed under the ‘Eligible Lists’ section of the Master Record.
		3. The score must be active in the status column.