

Add user accounts for staff

The data manager is responsible for adding and managing all user accounts for staff. User accounts can grant staff members access to TE, eTests, or both. The data manager can add as many users as needed for your program's eTests account.

If your program ever needs to change the data manager for any reason, please email golive@casas.org with the new data manager's full name and email address.

To add a new user account in TE:

The screenshot shows the TE (Teacher Entry) system interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. A 'Start Page' button is visible. The main content area is divided into 'How To' and 'Recent Lists' sections. The 'How To' section lists various tasks and their corresponding links, such as 'Add demographics' linked to 'Demographics Lister'. The 'Recent Lists' section lists 'Agencies', 'Sites', 'Tests', 'Students', 'Testing Se...', 'Testing St...', 'Users', 'Access Gro...', 'Personnel', and 'WSCS Adr...'. Below these sections is a 'New User' form with fields for 'User Information' (Container, Full Name, Phone, Address, Email, State, City) and 'User Identification' (User Account, Access Control, Password, Retype Password, Roles, Groups). The form also includes checkboxes for 'Is Disabled', 'Is Suspended', 'No Concurrent Login', 'Strong Password Required', 'Password Recycling Is Enforced', and 'Password Should Be Changed'.

Log into TE.

Click on Organization > Agencies.

Double click on the blue row of your agency name.

From the Navigator, click on Users.

Click on New to add a new user.

Add the staff member's work email to their user account.

Add their first name, all lowercase to set their temporary password*.

Select a Group** based on their level of access:

-ET Proctor, ET Coordinator or ET Proctor/Coordinator

-TE Admin, TE Basic, or TE Teacher

*All users will need to log in to change their password before using TE/eTests

**Groups designate access to eTests (ET) or TOPSpro Enterprise (TE).

118 - Agency 118 New User

New Save Cancel Delete Duplicate New / 1 Go To Linked Disconnect Section List

Container: Container: 118 - Agency 118

User Identification

User Account: jeguez@casas.org

Access Control: ☒ Access is granted based on group and individual rights
☐ Access is granted based on roles (for Teacher Portal)

Password: ****

Retype Password: ****

Roles: No roles selected.

Groups:

Group Name	
ET Coordinator/Proctor	[-- System --]
TE Basic Access	[118 - Agency 118]

No selection

☐ Is Disabled ☐ Is Suspended ☐ No Concurrent Logins
☐ Password Recycling Is Enforced ☐ Password Should Be Changed ☐ Strong Password Required

User Contact

Contact ID (optional):

Title: First Name: Middle Name: Last Name:

Address:

City:

Zip:

Phone:

Fax:

Email:

State: Unknown

Cell Phone:

Under User Contact, add their first name, last name, their email address, and state.

Click Save.

Levels of ET access depend on the training certifications completed – eTests Proctor Certification or eTests Coordinator Certification.

Trainings are not required for levels of TE access. Select only one type of TE access per user. TE Admin Access grants similar privileges to the Data Manager, TE Basic allows users to view student data and generate reports, and TE Teacher restricts users to only view some student data and generate reports for select students.

Roles refers to programs that have been granted access to Teacher Portal. Please contact techsupport@casas.org if your program is interested in getting started with these additional applications.