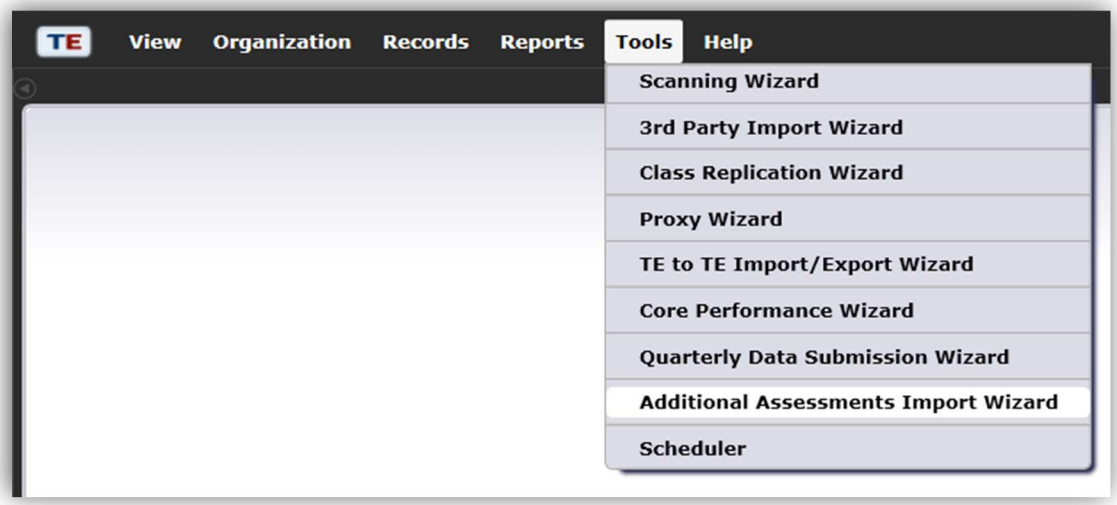
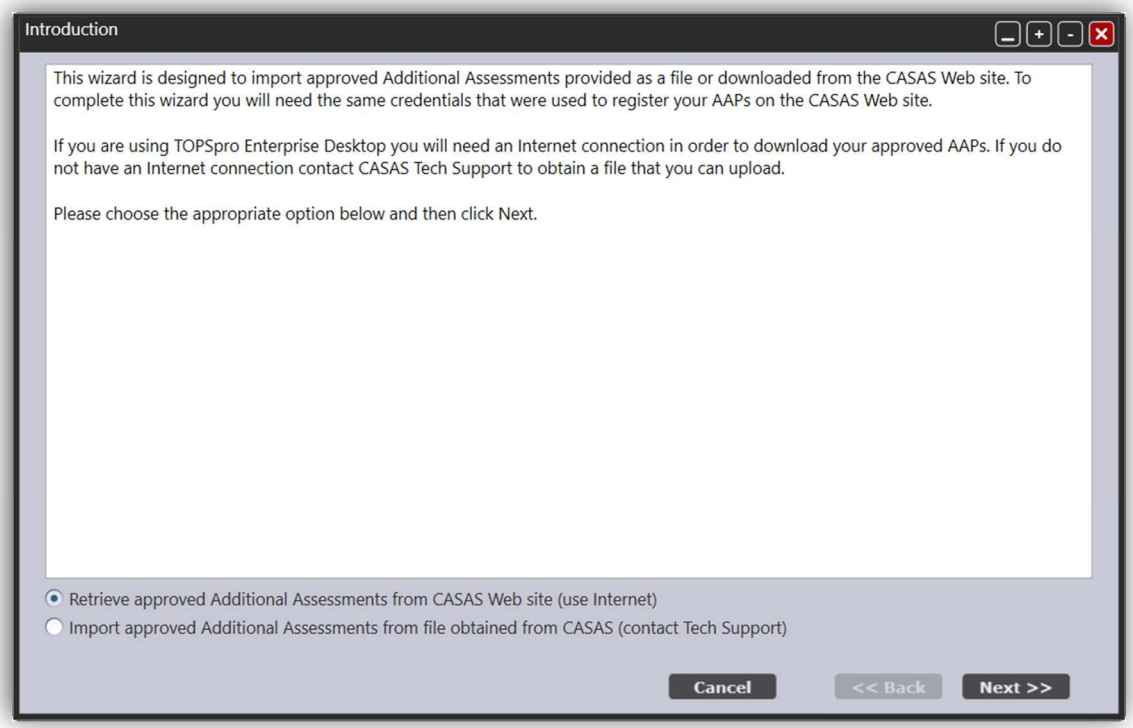
Downloading COAAPs to TOPSpro Enterprise®

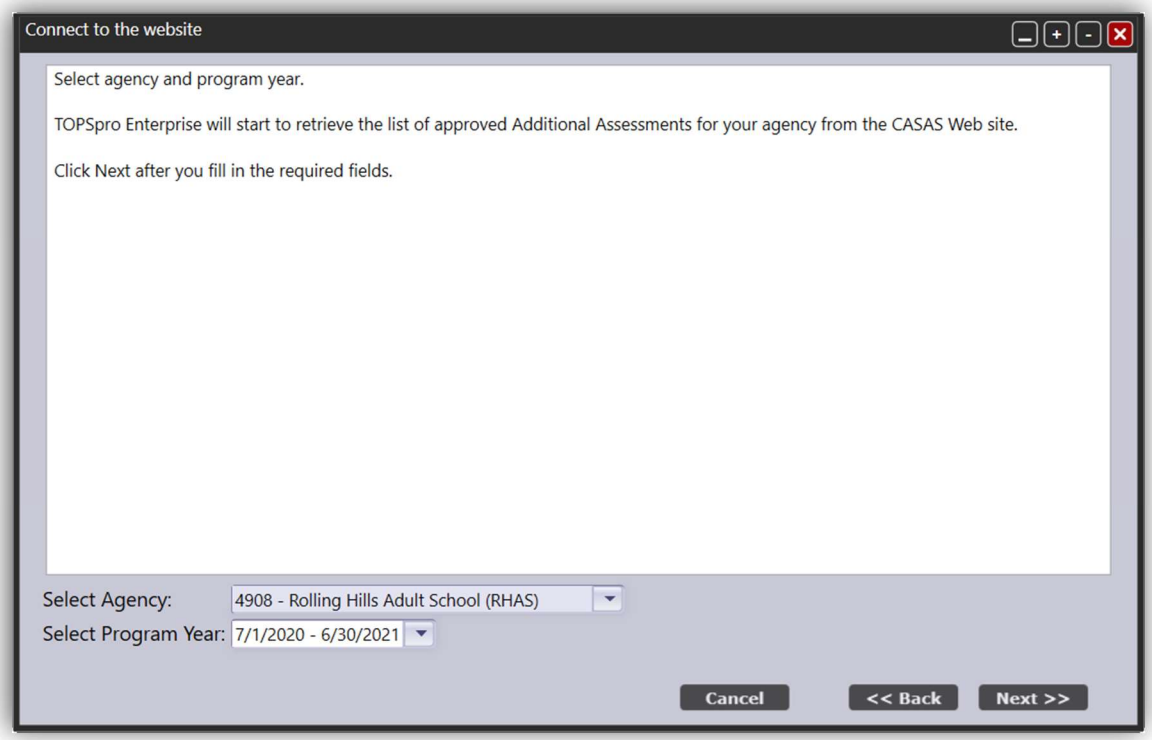
1) In TOPSpro Enterprise®, go to **Tools** > **Additional Assessments Import Wizard**.



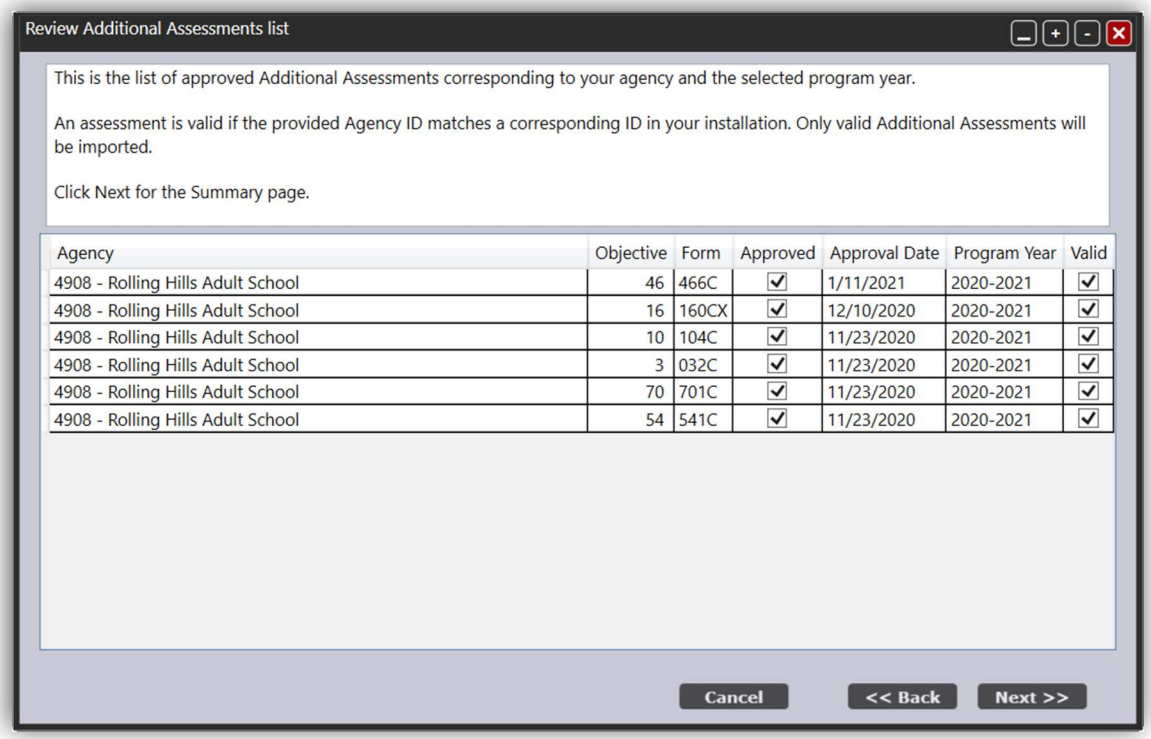
2) Select “Retrieve approved Additional Assessments from CASAS Web site (use Internet)” then click **Next**.



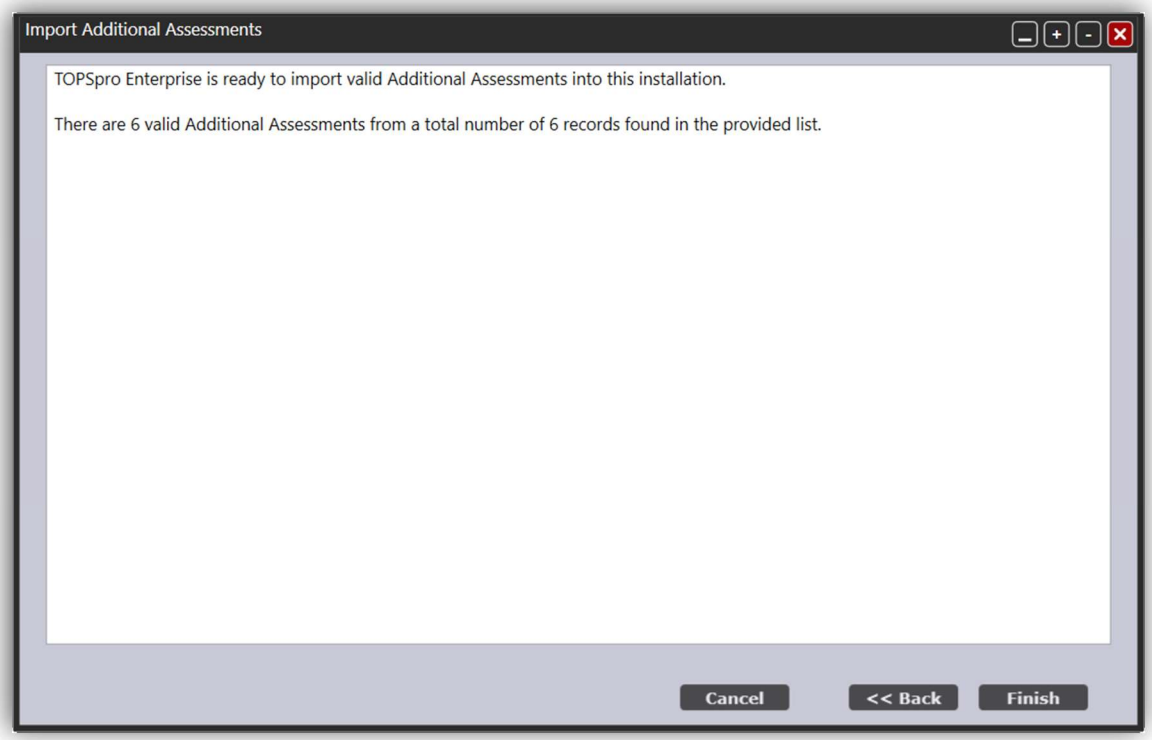
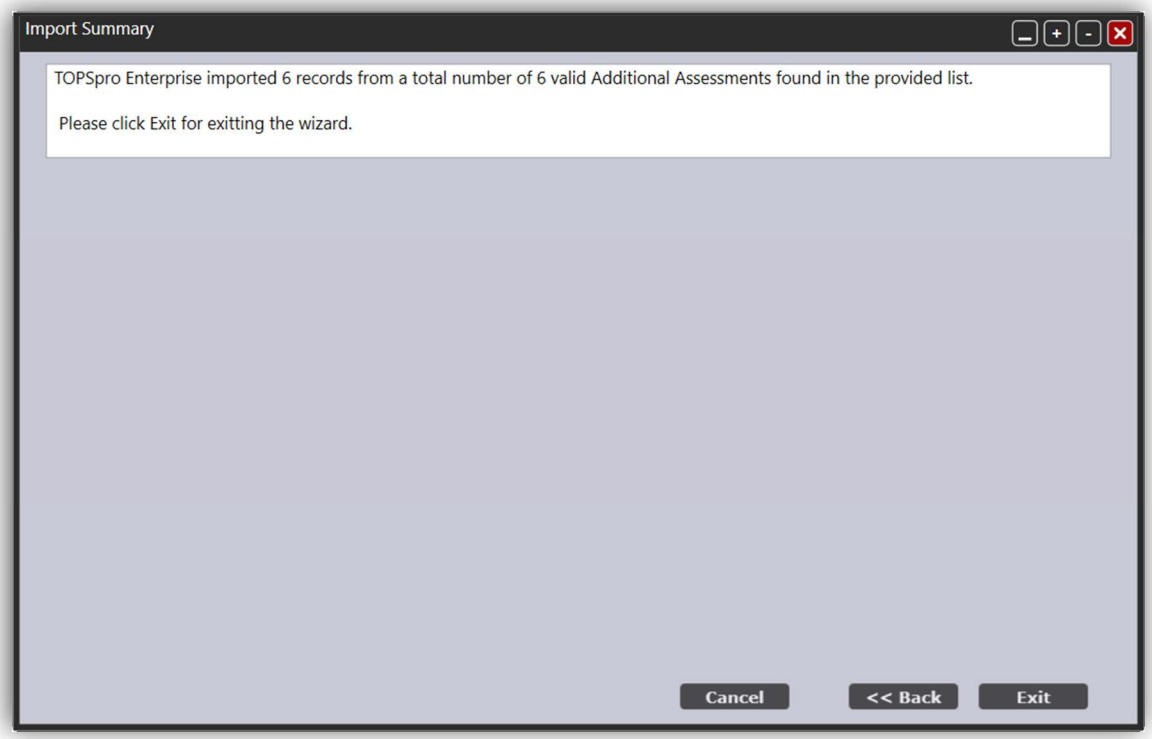
3) Select your Agency and Program Year, then click **Next**.



4) Review your approved Additional Assessments, then click **Next**.



5) Click **Finish**.



6) Click **Exit**.