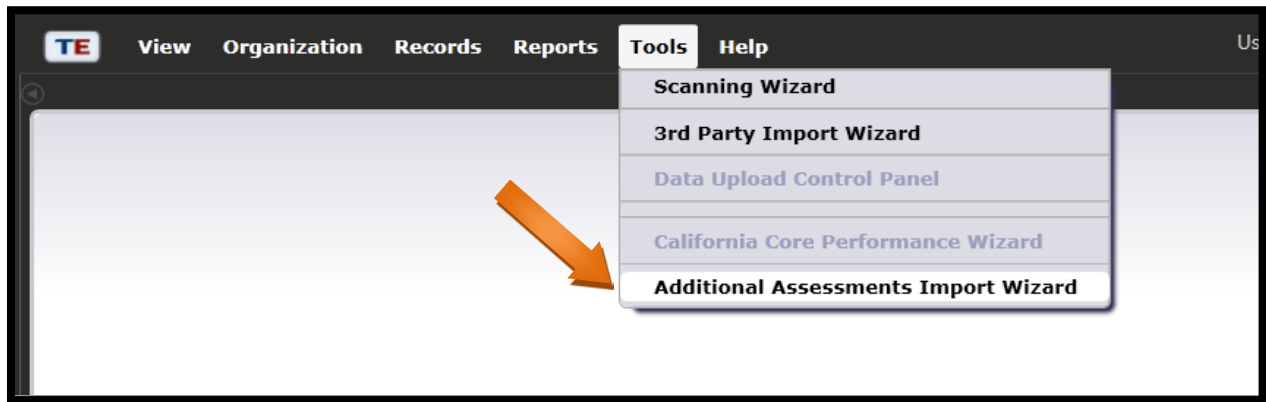
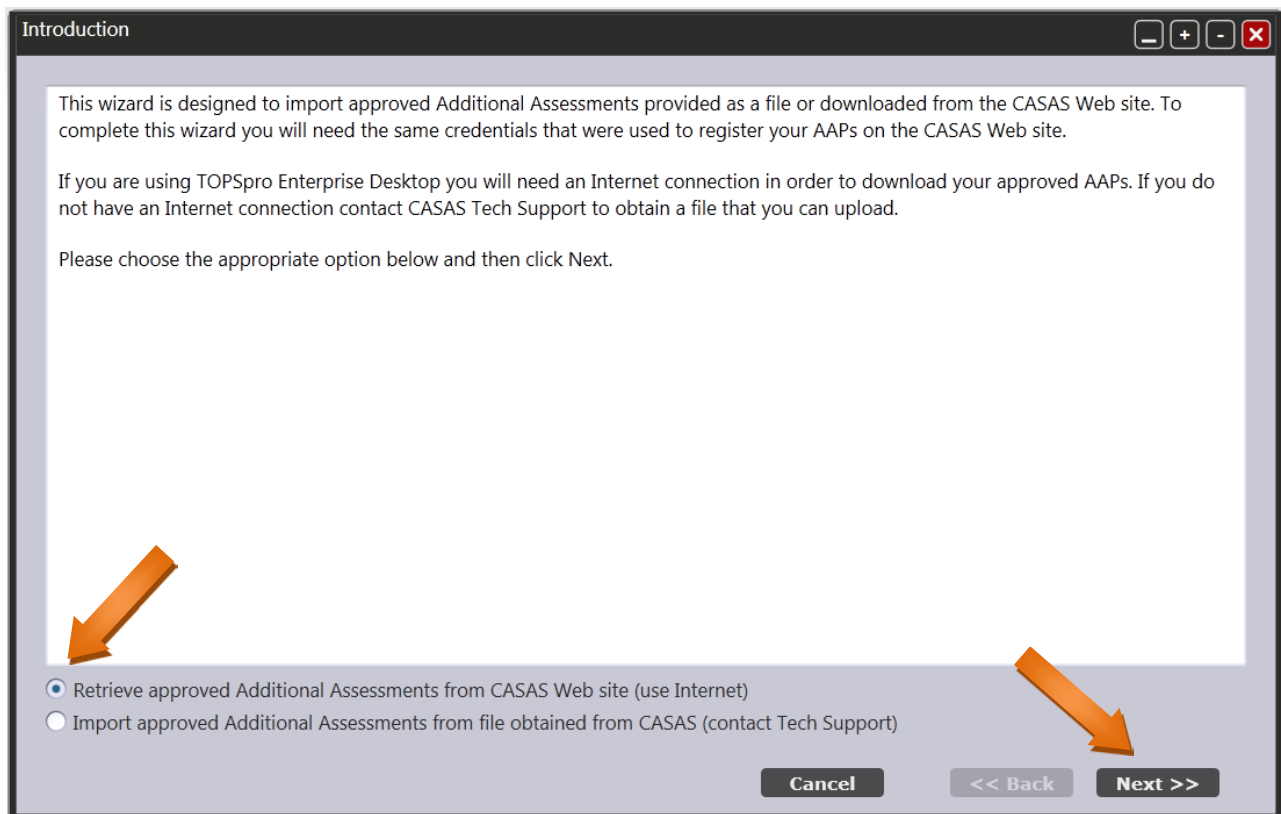


How to Download COAPPS to TE

1. In **TOPS Enterprise**, go to **Tools/Additional Assessments Import Wizard**



2. Click **"Retrieve approved AAs..."**
3. Click **Next**.



4. Enter your agency's vendor code. Your vendor code is found on your Agency screen (Organization/Agency.)
5. Click **Next**.

Authenticate on the website

Enter the username, password and CDS or Vendor code you used to register your AAPs on the CASAS Web site.

Once authenticated, TOPSpro Enterprise will start to retrieve the list of approved Additional Assessments for your agency from the Web site.

Click Next after you fill in the required fields.

User name:

Password:

CDS or Vendor Code: Rollup sites

Cancel << Back Next >>

Where do I find my **CDS/Vendor Code**?

- In TE, go to **Organization/Agency**.
- Open your **agency screen**.

TE View Organization Records Reports Tools Help User: COORD

Agencies 4908 - Rolling Hil...

Navigator

- Edit / View
- Sites
- Test Administrations
- Program Years
- Core Performance Measures
- Users
- Access Groups

Agency Information

Agency: 4908 - Rolling Hills Adult School License Number: AUTOCREATE PK

CDS/Vendor Code: 11-11111-1111111

Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED
EL Civics: Civic Participation, Citizenship Preparation

Agency Identification

Agency ID: 4908 Agency Name: Rolling Hills Adult School

License Number: AUTOCREATE PK CDS/Vendor Code: 11-11111-1111111

Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED
EL Civics: Civic Participation, Citizenship Preparation

State: California Current Program Year: 7/1/2012 - 6/30/2013

Time Zone: (GMT-08:00) Pacific Time (US & Canada)

6. Click **Next**.

Review Additional Assessments list


This is the list of approved Additional Assessments corresponding to your CDS or Vendor code.

An assessment is valid if the provided Agency ID matches a corresponding ID in your installation. Only valid Additional Assessments will be imported.

Click Next for the Summary page.

Agency	Objective	Form	Description	Approved	Approval Date	Program Year	Valid
9999 - Rolling Hills Adult School	45	045C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>
9999 - Rolling Hills Adult School	47	047C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>
9999 - Rolling Hills Adult School	11	011C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>
9999 - Rolling Hills Adult School	40	040C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>
9999 - Rolling Hills Adult School	48	048C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>
9999 - Rolling Hills Adult School	28	028C		<input checked="" type="checkbox"/>		2012-2013	<input checked="" type="checkbox"/>

Cancel << Back Next >>




7. Click **Finish**.

Import Additional Assessments

TOPSpro Enterprise is ready to import valid Additional Assessments into this installation.

There are 6 valid Additional Assessments from a total number of 6 records found in the provided list.

Cancel << Back Finish



8. Click **Exit**.

