

Going Live! Checklist

First Steps

- 1. Confirm system requirements for each online application.**
 - CASAS eTests Online [System Requirements](#)
 - TOPSpro Enterprise Online [System Requirements](#)
- 2. Complete minimum requirements to set up your online account.**

[Enroll and complete the following:](#)

 - CASAS eTests Agency Agreement
 - Module 1: CASAS Implementation Basics
 - Module 2: CASAS eTests Implementation
 - CASAS eTests Coordinator Certification*
 - CASAS eTests Proctor Certification*
- 3. Order your eTests and TOPSpro Enterprise package.**
 - TE Basic Package [WTUs](#)
 - TE Enhanced Package [TEUs](#)
- 4. Email golive@casas.org and request CASAS to set up your online account.**

**Staff may hold multiple certifications.*

Next Steps

- 5. [Connect](#) to your online account.**
- 6. [Add sites](#) and enable for eTests.**
- 7. [Add user](#) accounts for staff.**
- 8. [Register](#) testing stations.**
- 9. [Replicate](#) testing sessions.**
- 10. [Conduct](#) a trial run.**
 - CASAS recommends additional staff complete training before the trial run.
- 11. [Go live!](#)**
- 12. [Retrieve](#) results and generate reports.**
 - Module 4: Test Results and Reports (recommended training)