eTests Implementation

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.

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)

*Staff may hold multiple certifications.