

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
- 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 ([Video demo](#))
- 6. [Add sites](#) and enable for eTests ([Video demo](#))
- 7. [Add user](#) accounts for staff. Certification required ([Video demo](#))
 - CASAS eTests Coordinator Certification*
 - CASAS eTests Proctor Certification*
 - Introduction to TOPSpro Enterprise (recommended for data manager)
 - Module 4: Test Results and Reports (recommended for teachers)
- 8. [Register](#) testing stations ([Video demo](#))
 - Instructions for [Remote Testing](#)
- 9. [Replicate](#) testing sessions ([Video demo](#))
- 10. [Conduct](#) a trial run
 - CASAS recommends staff complete training before the trial run
- 11. [Go live!](#)
- 12. [Retrieve](#) results and generate reports.
 - Module 4: Test Results and Reports (recommended for teachers)

**Staff may hold multiple certifications.*