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*
      - *Also offered as Live Facilitated Training

- **3.** Order your eTests and TOPSpro Enterprise package.
  - TE Basic Package [WTUs](#)
  - TE Enhanced Package [TEUs](#)

- **4.** Email [golive@casas.org](mailto: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 and training required. ([Video demo](#))
  - CASAS eTests Coordinator Certification**
  - CASAS eTests Proctor Certification**
  - CASAS eTests Coordinator – Testing Management training.
  - CASAS eTests Proctor – Administering Tests training.
  - Introduction to TOPSpro Enterprise – Data Manager training.

- **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 training).