

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 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).

***Staff may hold multiple certifications.*