

# **In-Person Training Prerequisites – OPTION 1**

*Prerequisites for training in a group WITH the Coordinator and Proctor Certification (Test Site Agreement optional) online training modules:* 

### **STEP 1: REGISTER FOR TRAINING**

- 1. Go to: CASAS Website (<u>www.casas.org</u>)
- 2. Click: Login (if you already have a user account on the CASAS Website) OR
  - a. Register (if you need to Create a New Account)
    - i. Fill in your contact information and click Submit.
    - ii. Go to your e-mail and click on the link to Activate your new account.
    - iii. Login to the CASAS Website and continue with #3 (below).
- 3. Click: Register for Training and Meetings located at the lower-right of the screen
- 4. Click: Login, learn more, and enroll now!
- 5. Select: CASAS eTests from Category list, and then click Go
- 6. Click: Learn more and enroll for Coordinator and Proctor training (Test Site Agreement optional)
- 7. Click: Enroll in this workshop
- 8. Click: Complete Registration
- 9. Click: Next
- 10. Your CASAS Training Registration is Confirmed
- 11. Please check your e-mail for more information

### **STEP 2: CONFIRM ACCESS TO ONLINE TRAINING MODULES**

- 1. Go to: CASAS Website (www.casas.org)
- 2. Click: Login
- 3. Click: Access Online Training located at the lower-right of the screen



- 4. Click: **CASAS eTests Coordinator** and **Proctor Certification** to \*confirm if you can access the training modules (Test Site Agreement optional).
  - a. \*Confirm access to online training modules
    - i. Your CASAS Website user account AND training registration must be completed and confirmed to access the training modules.
    - ii. If you cannot access the online training modules, please contact CASAS Tech Support at 1-800-255-1036, ext. 4, or send an e-mail to techsupport@casas.org.
- 5. Click: Logout located at the upper-right of the screen

### **STEP 3: ATTEND IN-PERSON TRAINING**

- 1. Go to: CASAS Website (www.casas.org)
- 2. Click: Login
- 3. Click: Access Online Training link located at the lower-right of the screen
- 4. Click: **CASAS eTests Coordinator Certification**, followed by **Proctor Certification** (Test Site Agreement optional)

## **Begin your training!**



# **In-Person Training Prerequisites – OPTION 2**

Prerequisites for training in a group AFTER participants complete the Coordinator and Proctor Certification (Test Site Agreement optional) online training modules:

### **STEP 1: REGISTER FOR TRAINING**

- 1. Go to: CASAS Website (<u>www.casas.org</u>)
- 2. Click: Login (if you already have a user account on the CASAS Website) OR
  - a. Register (if you need to Create a New Account)
    - i. Fill in your contact information and click Submit.
    - ii. Go to your e-mail and click on the link to Activate your new account.
    - iii. Login to the CASAS Website and continue with #3 (below).
- 3. Click: Register for Training and Meetings located at the lower-right of the screen
- 4. Click: Login, learn more, and enroll now!
- 5. Select: CASAS eTests from Category list, and then click Go
- 6. Click: Learn more and enroll for Coordinator and Proctor training (Test Site Agreement optional)
- 7. Click: Enroll in this workshop
- 8. Click: Complete Registration
- 9. Click: Next
- 10. Your CASAS Training Registration is **Confirmed**
- 11. Please check your e-mail for more information.

### **STEP 2: ACCESS AND COMPLETE ONLINE TRAINING MODULE(S)**

- 6. Go to: CASAS Website (<u>www.casas.org</u>)
- 7. Click: Login
- 8. Click: Access Online Training link located at the lower-right of the screen



9. Click: **CASAS eTests Coordinator Certification**, followed by **Proctor Certification** (Test Site Agreement optional), and complete each online training module.

### a. Note:

- i. Your CASAS Website user account AND training registration must be completed and confirmed to access the training modules.
- ii. If you cannot access the online training modules, please contact CASAS Tech Support at 1-800-255-1036, ext. 4, or send an e-mail to techsupport@casas.org.

### **STEP 3: ATTEND IN-PERSON TRAINING**

#### CASAS hosts three online databases:

- 1. **Tutorial Database** to complete online self-training exercises.
- 2. **Training Database** to conduct in-house staff training and practice sessions with students without compromising test security.
- 3. **Production Database** to conduct test administration.

#### Choose the appropriate database

Go to:

- 1. Tutorial Database: <u>https://etestsonline.org/training/rollinghills/</u>
- 2. Training Database: <u>https://etestsonline.org/training/</u>
- 3. Production Database: <a href="https://etestsonline.org/">https://etestsonline.org/</a>

### Steps to quickly get you started

- 1. <u>Register a Computer</u>
- 2. <u>Create a Session</u>
- 3. Manage a Session
- 4. Administer a Test

## **Begin your training!**

### Additional training resources

- CASAS eTests (ET) Online Training Guide
- <u>TOPSpro Enterprise (TE) Online Training Guide</u>