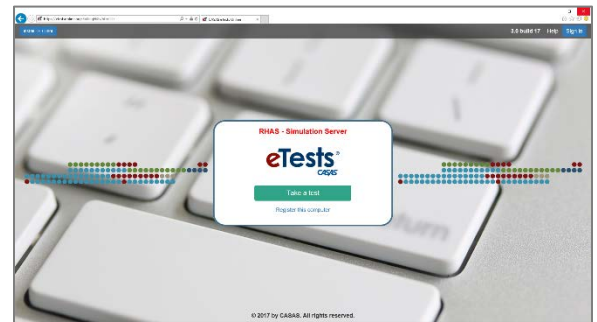


Steps to Access the CASAS Online System

Rolling Hills Adult School Simulation

*This document provides information on how to access the **Simulation Server** to experience [CASAS eTests Online](#) together with [TOPSpro Enterprise Online](#). **Rolling Hills Adult School (RHAS)** is a fictional database.*

The simulation server is populated with fictional data to give you a realistic training experience. We encourage you to use RHAS to test-drive the application as a dry run of the testing environment. This includes administering several tests to yourself to understand fully how the online application delivers various web-based tests in addition to understanding how to access data generated through test administration. You may also want to use the RHAS simulation server for in-house staff training. There is no risk of compromising test security on the simulation server because all protected test content is suppressed, including audio. However, practice tests include reading, math, and listening practice items are not suppressed, thus giving you a real-life experience of what to expect during live test administration.



The RHAS database restores nightly to its original state so you can experiment with making changes and yet be assured that you are working with the default database at the start of any given day.

Getting Started

Accessing the online system requires a set of log in credentials per user. All accounts represent user access granted through membership in [Access Groups](#)

- For access to *TOPSpro Enterprise Online*, use any of the **50 administrator** or **teacher** accounts.
- For access to *eTests Online*, use any of the **50 coordinator** or **proctor** accounts.

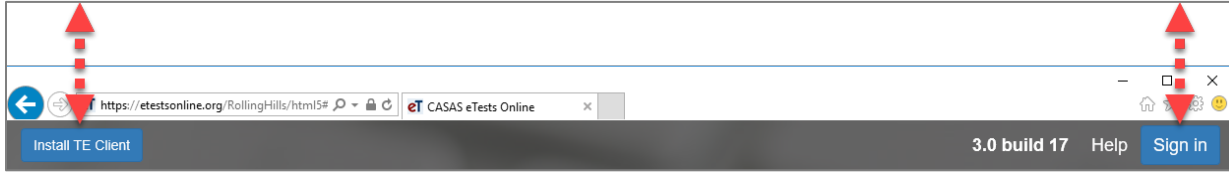
Follow steps listed for access to either application.

1. Go to: <https://etestsonline.org/RollingHills/html5#/>





← Online Applications →



2. a. Click: *Install TE Client* at top left of browser window.

2. b. Select Server:
Rolling Hills - eTests Simulation...



Note! User accounts are numbered from 1 – 50. Pick “your” number and insert it for your **User** name.

3. Enter Agency ID: **4908**

4. Enter User:

administrator#@rhas.org
(e.g., *administrator23@rhas.org*)

– OR –

coordinator#@rhas.org
(e.g., *coordinator23@rhas.org*)

– OR –

proctor#@rhas.org
(e.g., *proctor23@rhas.org*)

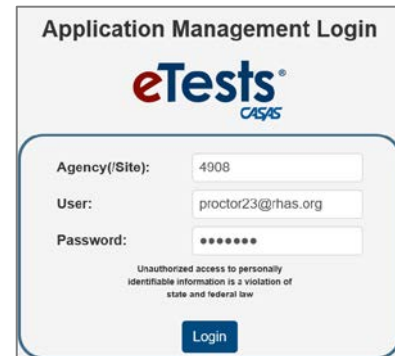
– OR –

teacher#@rhas.org
(e.g., *teacher23@rhas.org*)

5. Enter Password:

Administrator = admin
Coordinator = coordinator
Proctor = proctor
Teacher = teacher

2. Click: *Sign In* at top right of browser window.



6. Click: *Connect*

6. Click: *Login*

Training Support

Help documentation is available at [CASAS Home](#) > [Training and Support](#) >

- [eTests Online Help](#)
- [TOPSpro Enterprise Help](#)

Technical Support

Your main point-of-contact at CASAS for online implementation is our **Technology Support Team** at techsupport@casas.org. Team members are available to provide technical assistance for successful online implementation and uninterrupted test delivery. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, and may be contacted at 1-800-255-1036, option 2.