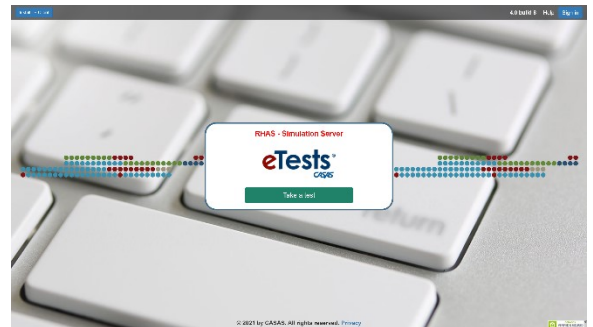


## Steps to Access the Simulation Server

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

### *Rolling Hills Adult School Simulation*

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 for data management, generating reports, and as a dry run of the testing environment. This includes administering several tests to yourself to understand fully how CASAS eTests delivers various web-based tests. In addition, the Simulation Server gives you the opportunity to learn how to access data generated through test administration, whether from eTests or paper tests.



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. In other words, you will see generic placeholders where otherwise you see live test items. Listening audio will be heard for practice items but not for live test items. Practice items for reading, math, and listening are not suppressed and therefore will give you a realistic 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.

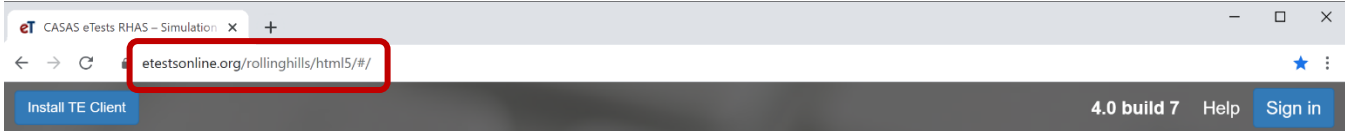
### *Getting Started*

Accessing the **CASAS Online System** requires a set of login credentials per individual user. All user accounts represent access granted through membership in an access group.

- ▶ For **TOPSpro Enterprise** access, use any of the **60 administrator** or **60 teacher** accounts.
- ▶ For **CASAS eTests** access, use any of the **60 coordinator** or **60 proctor** accounts.

Follow the steps listed for access to either application.

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



## Access



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

2b. Select Server:  
*Rolling Hills Simulation...*



6. Click: *Connect*

## ← Online Applications →

**Note!** User accounts are numbered from **1 – 60**. 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*

## Access



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

## Application Management Login



Agency(/Site):

User:

Password:

Unauthorized access to personally identifiable information is a violation of state and federal law

6. Click: *Login*