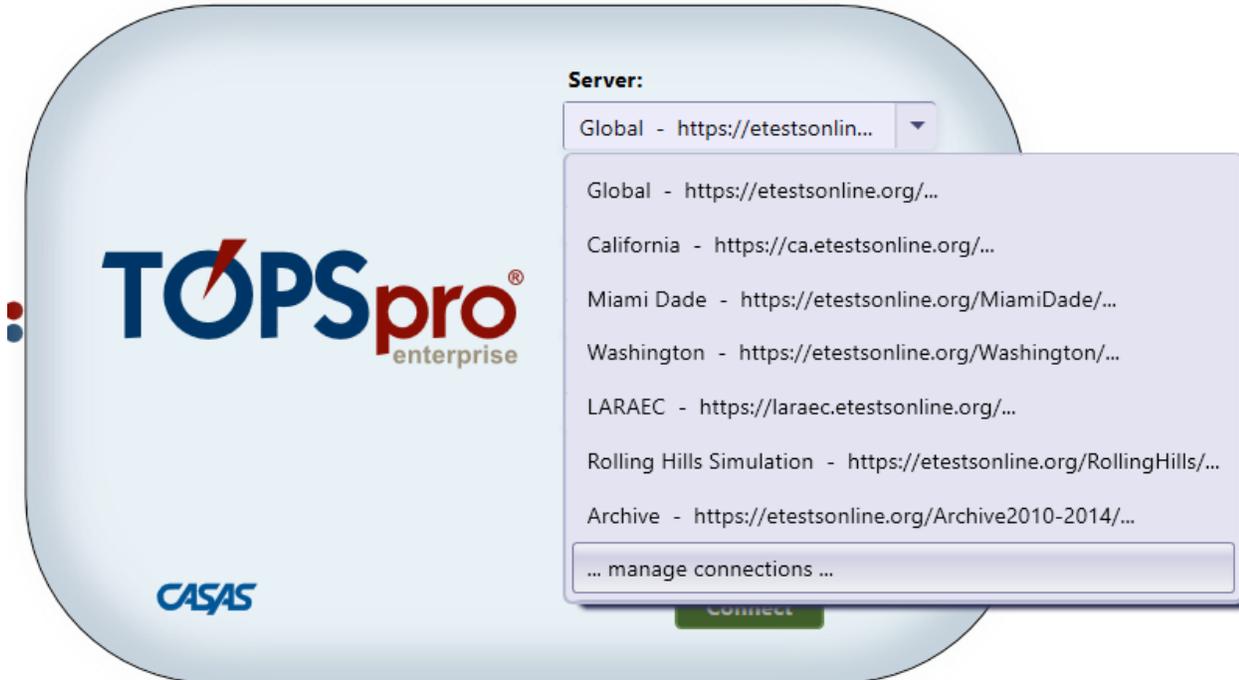


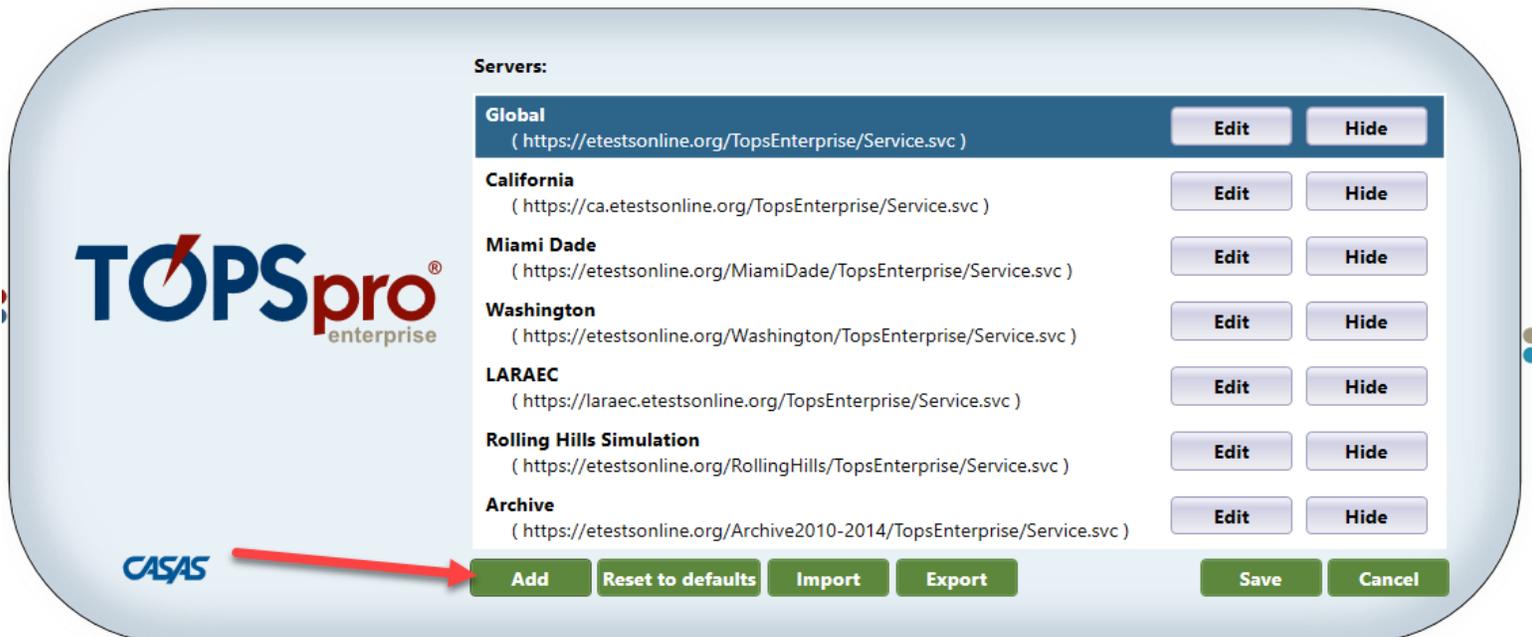
Accessing DC OSSE Archived Accounts

Open TOPSpro Enterprise

Click down arrow and select manage connections:



Select Add:



Enter the following into the fields - **Description:** DC/OSSE Archive, **Address:** <https://etestsonline.org/dcosse/TopsEnterprise/Service.svc> and click OK.

TOPSpro[®]
enterprise

Description: DC/OSSE Archive

Address: <https://etestsonline.org/dcosse/TopsEnterprise/Service.svc>

OK Cancel

CASAS

You will return to the screen pictured below. Click on the Hide button for all except “Global” and “DC/OSSE Archive”.

TOPSpro[®]
enterprise

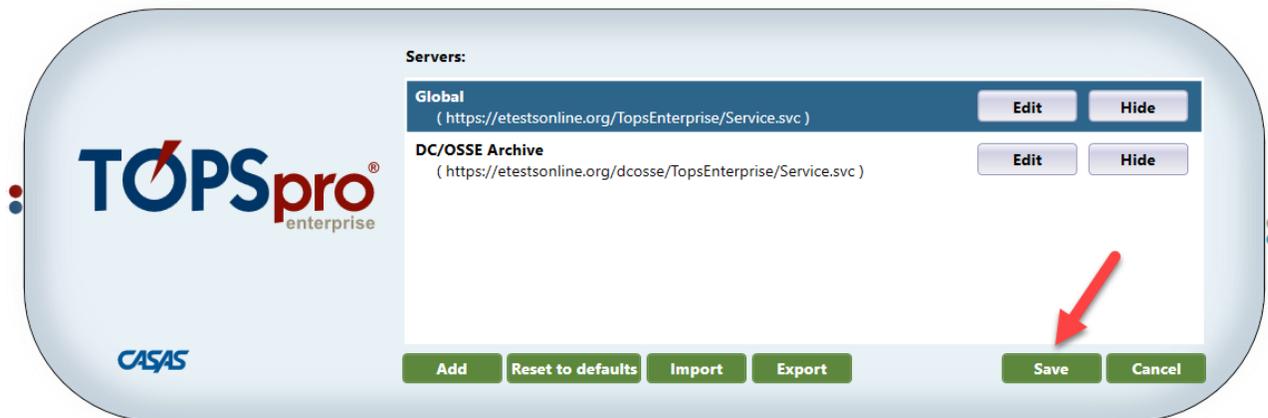
Servers:

Global (https://etestsonline.org/TopsEnterprise/Service.svc)	Edit	Hide
California (https://ca.etestsonline.org/TopsEnterprise/Service.svc)	Edit	Hide
Miami Dade (https://etestsonline.org/MiamiDade/TopsEnterprise/Service.svc)	Edit	Hide
Washington (https://etestsonline.org/Washington/TopsEnterprise/Service.svc)	Edit	Hide
LARAEC (https://laraec.etestsonline.org/TopsEnterprise/Service.svc)	Edit	Hide
Rolling Hills Simulation (https://etestsonline.org/RollingHills/TopsEnterprise/Service.svc)	Edit	Hide
Archive (https://etestsonline.org/Archive2010-2014/TopsEnterprise/Service.svc)	Edit	Hide
DC/OSSE Archive (https://etestsonline.org/dcosse/TopsEnterprise/Service.svc)	Edit	Hide

Add Reset to defaults Import Export Save Cancel

CASAS

Click "SAVE"



Exit TE and reopen. On the opening page, Click the down arrow for **Server** and select DC/OSSE Archive.



Enter your archived account ID in the **State/Agency(/Site)** field.

Don't forget!

- Use your prior Agency ID to access your archived account.
 - For example: Agency: **(D) 12345**
 - **Do not** use the 6646 prefix.

From here you will be able to generate all reports from prior years.

The image shows a login form for TOPSpro. The form is contained within a light blue rounded rectangle. On the left side of the form, the logo "TOPSpro" is displayed in blue and red, with "enterprise" written below it. In the bottom left corner, the "CASAS" logo is visible. On the right side, there are four input fields: "Server:" (a dropdown menu showing "DC/OSSE Archive - https://..."), "State/Agency(/Site):" (an empty text box), "User:" (an empty text box), and "Password:" (an empty text box). Below the password field is a blue link that says "Forgot your password?". At the bottom right, there is a green button labeled "Connect". A disclaimer at the bottom center reads: "Unauthorized access to personally identifiable information is a violation of state and federal law." Three red arrows point from the left towards the "State/Agency(/Site)", "User", and "Password" fields.