

Getting Started

- 1. Confirm system requirements for each online application
 - CASAS eTests Online [System Requirements](#)
 - TOPSpro Enterprise Online [System Requirements](#)
- 2. Complete agency agreement, training and certifications
 - [CASAS Implementation Agreement](#)
 - [CASAS Implementation Basics Training](#) (all users)
 - [eTests Proctor Certification](#) (at least 2)
 - [eTests Coordinator Certification](#) (at least 2)

IMPORTANT: Additional WSCS Implementation and Technical Training is required after first steps are completed.
- 3. Order your Workforce Skills Packages
 - [TOPSpro Enterprise \(TE\) License](#)
 - WSPs – [Workforce Skills Packages](#)
- 4. Email wscs@casas.org and request CASAS to GoLive! with WSCS

Going Live!

- 5. Complete [Workforce Skills Certification System \(WSCS\) Implementation Training](#) (Live Webinar – registration required for all users)
- 6. In TE, add sites and enable for eTests
- 7. In TE, add user accounts for staff
 - Enable eTests/TE access
 - WSCS access groups
- 8. In eTests, register testing stations (desktops, laptops, Chromebooks, iPads)
- 9. In eTests, check for WSCS testing sessions
- 10. Conduct a trial run of the WSCS assessments:
 - In eTests, [register students](#)
 - In TE, check “Is WSCS” in the student demographics record
 - In TE, send students to LRI and get Soft Skills assessment user and password
 - In eTests, administer Intake Pre-Test Session (Reading GOALS and Math GOALS)
 - In eTests, administer one of the Problem Solving and Critical Thinking Test Forms
- 11. Go live with WSCS!