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!