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Going Live! Checklist

Getting started with CASAS eTests

CASAS requires all new eTests customers to complete a series of complimentary, self-paced training to order and administer CASAS eTests. Please complete the steps below to get started.



First Steps

Complete these steps to order CASAS eTests.

1. Confirm system requirements for each online application

[Visit System Requirements for CASAS eTests.](#)

[Visit System Requirements for TOPSpro Enterprise.](#)

2. Complete minimum training requirements to set up your online account

Enroll and complete the following at CASAS Online Training

[CASAS eTests Agency Agreement](#)

[Module 1: Exploring CASAS*](#)

[Module 2: Exploring CASAS eTests*](#)

[CASAS eTests Coordinator Certification**](#)

[CASAS eTests Proctor Certification**](#)

Introduction to TOPSpro Enterprise (strongly recommended for the TE Data Manager)

*Required by at least one staff member per new agency.

**Required for access to eTests. Staff may hold multiple certifications.

3. Order your **CASAS eTests** and **TOPSpro Enterprise** package

To compare features offered with each package, refer to TOPSpro Enterprise Basic & Enhanced Features Comparison.

TE Enhanced Package TEUs

Basic Package WTUs

4. Request **CASAS** to set up your online account

Send an email to golive@casas.org

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Next Steps

Complete these steps to get started with online testing.

5. Connect to your Online Account

The first time you access your agency's online account, you must log in and change your password.

Access CASAS eTests

Access TOPSpro Enterprise

6. Add Sites and Enable **CASAS eTests**

CASAS adds one site when setting up your account. If needed, the TE Data Manager can add more sites and enable them for CASAS eTests.

Site Records

7. Add User Accounts for Staff

CASAS adds one user account for the TE Data Manager when setting up a new account. The TE Data Manager is responsible for adding user accounts for staff based on their Agency Role.

8. Register Testing Stations

Testing stations are any computer or device used to administer a test, which must be registered.

Testing Stations

9. Replicate Testing Sessions

CASAS adds one default set of testing sessions when setting up your account. If needed, you can replicate the default set to use in other labs, or testing rooms, at each site location.

Testing Sessions

10. Conduct a Trial Run

We strongly recommend that you do a practice run-through with another staff member before your first testing day.

Trial Run

11. Go Live!

Proctors should follow the same protocol before, during, and after testing when going live.

Go Live!

12. Retrieve Test Results and Generate Reports

Test scores are immediately available in eTests with the Personal Score Report, or you can generate more detailed reports in TOPSpro Enterprise (TE).

Test Results & Reports

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Comprehensive Adult Student Assessment Systems (CASAS), provides testing of basic and academic skills for youth and adults and curriculum tools for you to design instruction. Administrators and instructors value CASAS because tests track longitudinal progress and certify attainment of benchmark proficiency levels. Read more [about CASAS](#), the [CASAS team](#), [partners](#), and [history](#).

