
Chapter 2. Passwords, Access, and Logon

CALIFORNIA
Assessment of Student Performance and Progress

Test Operations Management System Pre-Administration Guide for CAASPP Testing

- ◆ Adding and Managing Users ◆
- ◆ Passwords, Access, and Logon ◆
- ◆ Test Administration Setup ◆
- ◆ Student Test Assignment ◆ Student Test Settings ◆
- ◆ Orders ◆ Score Status ◆ File Uploads ◆ Reports ◆

Smarter Balanced Summative and Interim
Assessments
California Science Test
California Alternate Assessments
Standards-based Tests in Spanish



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



Accessing California Assessment of Student Performance and Progress (CAASPP) Systems



Note: Neither primary local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators nor secondary LEA CAASPP coordinators can log on to TOMS until the California Technical Assistance Center (CalTAC) has received the signed “Superintendent’s Designation of LEA CAASPP Coordinator” form (from the superintendent or charter school administrator) and the electronically signed “2016–17 CAASPP Test Security Agreement for LEA CAASPP Coordinators and CAASPP Test Site Coordinators” from the primary LEA CAASPP coordinator (and the secondary LEA CAASPP coordinator, if needed).

All primary LEA CAASPP coordinators will receive an e-mail with a new username and password, but only if CalTAC has received the CAASPP designation form signed electronically by the superintendent and the security form signed by the LEA CAASPP coordinator. Secondary LEA CAASPP coordinators will receive their username and password e-mail after their primary LEA CAASPP coordinator. All other users receive user assignments from either their LEA CAASPP coordinator or CAASPP test site coordinator.

Users accessing the following applications will use these instructions to log on and reset their passwords:

- Test Operations Management System (TOMS)
- Test Administrator Interface
- Interim Assessment Hand Scoring System
- Online Reporting System
- Completion Status Reports
- Security and Test Administration Incident Reporting System and Appeals System

Note that the system(s) to which you have access depends on your assigned user role. The user roles shown in the box on the right are described on the CAASPP User Roles in TOMS Web page at <http://www.caaspp.org/administration/toms/>.

User Roles Assigned in TOMS

- LEA CAASPP Coordinator
- Test Site Coordinator
- Test Administrator
- Test Examiner
- Test Administrator & Test Examiner
- IA Administrator Only
- Educator – District
- Educator – Test Site
- Educator – Roster

Steps to Log On

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 12. Note that the [STAIRS] and [Smarter Balanced Interim Assessments] buttons are linked to caaspp.org Web pages that offer more options.



Figure 12. Buttons on caaspp.org

3. The Logon Web form, shown in Figure 13, appears.
4. By using or accessing this site you agree to the terms and conditions of use. Select the [Terms and Conditions of Use] link to read the full text.
5. Enter your username—which is your e-mail address—in the username field next to the [E-mail Address] person [👤] icon and your password in the *Password* field next to the [Password] blue lock [🔒] icon in the Logon Web form, and then select the [Secure Login] button. Note that the username and password are case sensitive.
 - If this is the first logon of the year, follow the instructions in the next section, “Use Passwords,” to use the user account logon name (your e-mail address) and temporary password provided in the e-mail you received. The temporary password is valid for 30 days.
 - All users should follow the process to request a new temporary password if the one you were sent has expired. This process is described on page 36.
6. When you log on to TOMS, you will proceed to the TOMS home page, the Dashboard, shown in Figure 14. The Dashboard default is the *News & Announcements* tab. This feature will keep you informed of important announcements; LEA CAASPP coordinators can also use this feature to set announcements for the users in your organization. You can return to the Dashboard at any time by selecting the [Dashboard] button near the center of the application window.

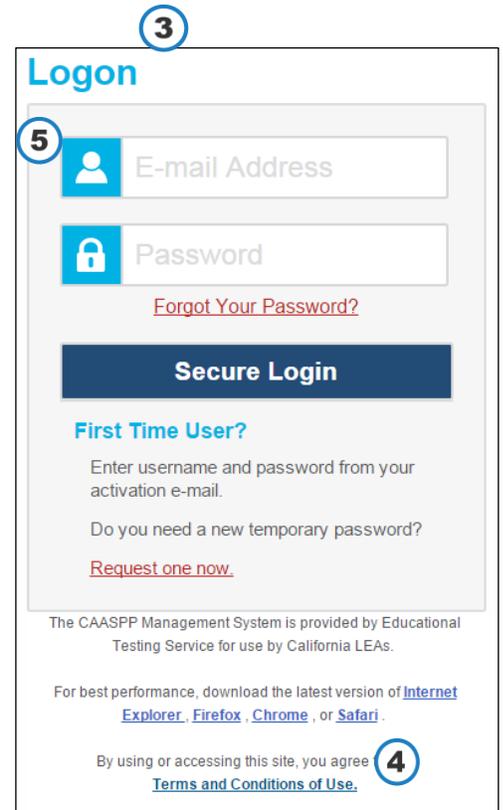


Figure 13. Logon Web form

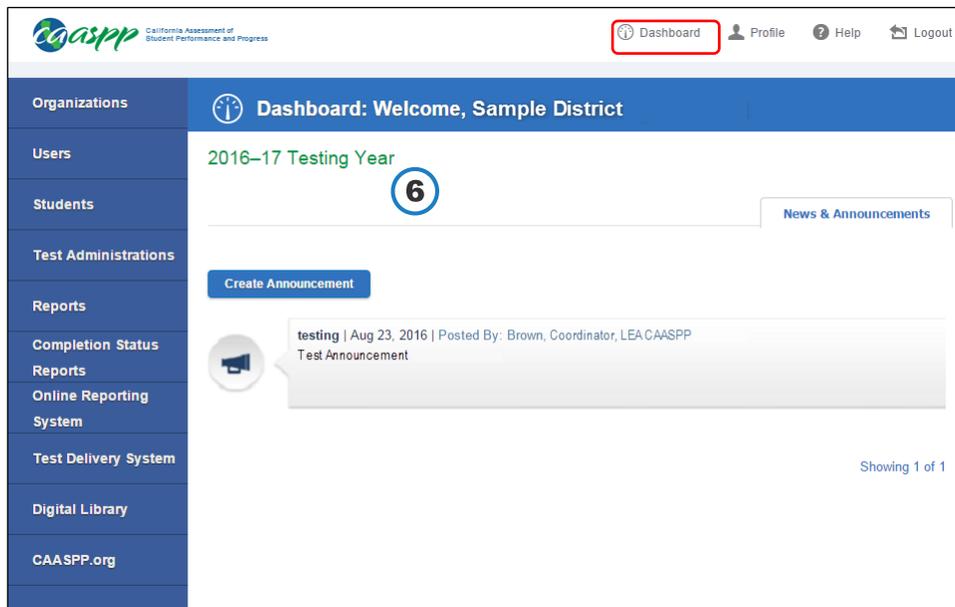


Figure 14. The TOMS Dashboard

Logging On for the First Time

Using the temporary password to log on causes the system to prompt the user to change the password. Follow the steps to log on; in this instance, however, selecting the [Secure Login] button will send the user to the Reset Password Web form shown in Figure 16.

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 17.



Figure 17. Buttons on caaspp.org

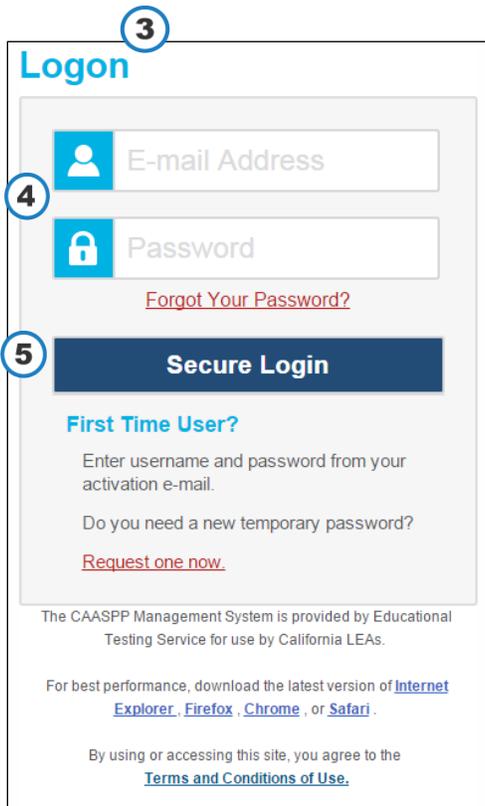


Figure 15. Logon Web form

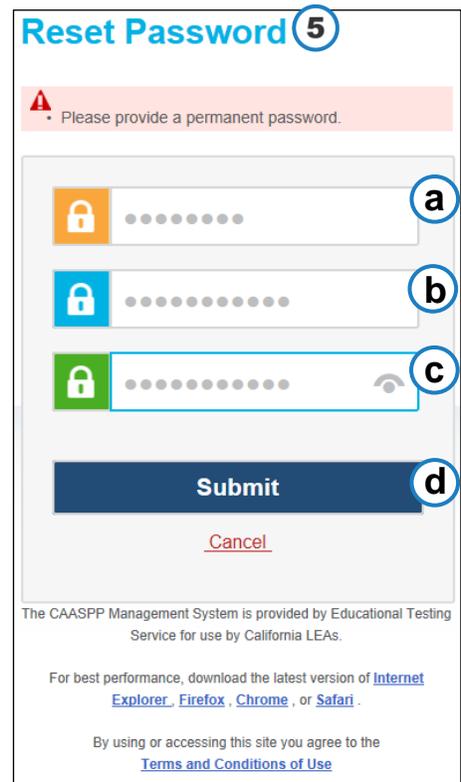


Figure 16. Reset Password Web form

3. The Logon Web form, shown in Figure 15, appears.
4. Enter the username and password that were sent to you via e-mail into the Logon Web form.

Note: The password you received is temporary; it is valid for **30** days. All users should follow the process described on page 36 to request a new temporary password if the one you were sent has expired.

5. Select the [**Secure Login**] button. You will be prompted to enter a new password in the Reset Password Web form shown in Figure 16.
 - a. Enter the temporary password in the *Temporary Password* field next to the [**Temporary Password**] orange lock [🔒] icon. This is the top field.
 - b. Enter a new password in the *New Password* field next to the [**New Password**] blue lock [🔒] icon. This is the middle field. Your password must contain the following characteristics:
 - minimum of 8 characters
 - maximum of 16 characters
 - at least 3 of the following
 - minimum of one uppercase letter
 - minimum of one lowercase letter
 - minimum of one number
 - minimum of one special character such as:
 ~ ! @ # \$ % ^ & * () - _ = + [] { } | ; : , . < > / ?

You will see an error message if your new password does not match the confirmation password or if your password does not meet the password criteria. Try again.
 - c. Re-enter the new password in the *Confirm New Password* field next to the [**Confirm New Password**] green lock [🔒] icon. This is the bottom field.
 - d. Select the [**Submit**] button.
6. Check a box to select a Security Question to answer in the Security Question Web form (shown in Figure 18); enter the answer in the *Answer* field, and select [**Save**].

Figure 18. Security Questions Web form

7. Once you have logged on successfully, you will proceed to the home page of whichever CAASPP application you selected.

Resetting Your Forgotten Password

Any user who has forgotten a password can request a new temporary password.

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 19.

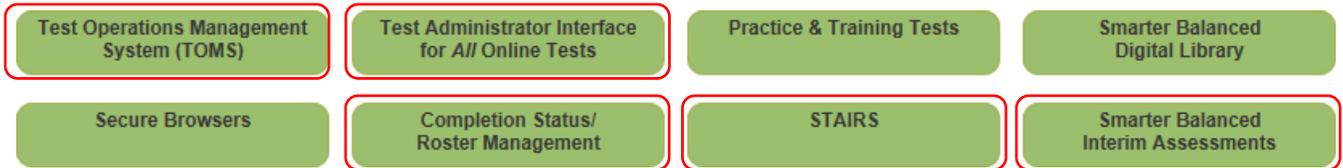


Figure 19. Buttons on caaspp.org

3. The Logon Web form, shown in Figure 20, appears.
4. Select the [Forgot Your Password?] link on the Logon Web form if you have forgotten your username or password.

Figure 20. Logon Web form

Figure 21. Reset Password Web form

5. Enter your e-mail address on the Password Reset Web form shown in Figure 21; select the [**Submit**] button to have a new, seven-day, temporary password sent to you that you can use to create a new password.

Requesting Your Temporary Password

Any user whose temporary password expired before he or she had a chance to log on for the first time can request a new one.

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 22.



Figure 22. Buttons on caaspp.org

3. The Logon Web form, shown in Figure 23, appears.
4. Select the [Request one now.] link that answers the question “Do you need a new temporary password?” in the First Time User? Section of the Logon Web form if you have forgotten your username or password.
5. Enter your e-mail address on the Password Reset Web form shown in Figure 24 and then select [Next].

Figure 24. Password Reset Web form

6. When you have successfully answered the security question, you will see a confirmation box to advise you that a new temporary password has been sent to you.

Figure 23. Logon Web form