
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
- ◆ Score Status
- ◆ Uploads
- ◆ Reports

Smarter Balanced Summative and Interim Assessments
California Science Tests
California Alternate Assessments
California Spanish Assessment



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



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

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) Portal Web site—<http://www.caaspp.org/>
- CAASPP Forms Web page—<http://www.caaspp.org/administration/forms/>
- CAASPP User Roles in the Test Operations Management System (TOMS) Web page—<http://www.caaspp.org/administration/toms/toms-users.html>



Warning: Neither primary local educational agency (LEA) 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 *2017–18 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). These forms can be accessed on the CAASPP [Forms](#) Web page.

All primary LEA CAASPP coordinators will receive an e-mail from CA-Assessments@ets.org with a link to a secure Web site to create a 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 an e-mail from CA-Assessments@ets.org with a secure link after their primary LEA CAASPP coordinator has received his or hers. All other users receive user assignments from either their LEA CAASPP coordinator or CAASPP test site coordinator.

Users accessing the following applications will use the instructions in this chapter to create or renew passwords and then to log on to CAASPP assessment systems:

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

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

Note that the system(s) to which you have access depends on your assigned user role. The user roles shown in the box on this page are described on the CAASPP [User Roles in TOMS](#) Web page.

General Steps to Log On

1. Use an Internet browser to go to the [CAASPP Portal](#) and select the button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 6. Note that the **[STAIRS]** and **[Smarter Balanced Interim Assessments]** buttons are linked to caaspp.org Web pages that offer more options.

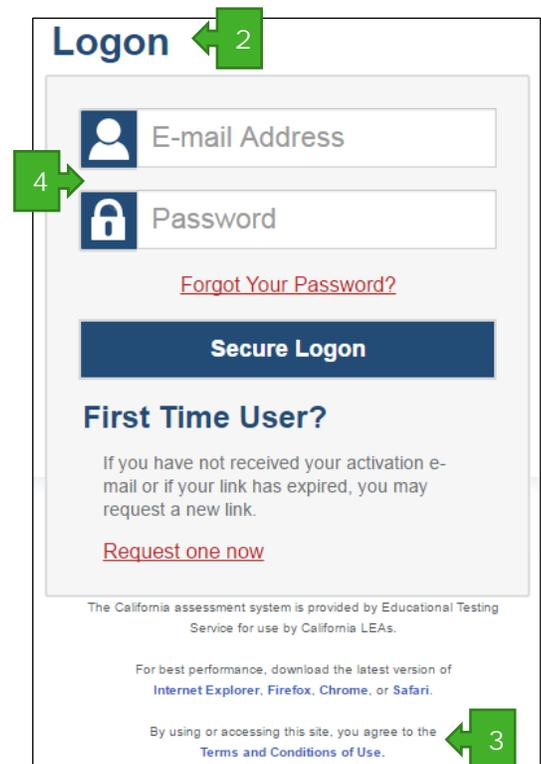


Figure 6. Buttons on caaspp.org

2. The Logon Web form, shown in Figure 7, appears.
 3. 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.
 4. 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] lock [🔒] icon in the Logon Web form, and then select the [Secure Logon] button. Note that the username and password are case sensitive.
5. When you log on to TOMS, you will proceed to the TOMS home page, the Dashboard, shown in Figure 8.

- All users should follow the process to request a new temporary password if the one you were sent has expired. This process is described in the subsection “[Existing Users—Resetting a Password.](#)”

- The Dashboard default is the *News & Announcements* tab. This feature will keep you informed of important announcements.
- LEA CAASPP coordinators also can 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 (indicated in Figure 8).



Logon ← 2

👤 E-mail Address

🔒 Password

[Forgot Your Password?](#)

Secure Logon

First Time User?

If you have not received your activation e-mail or if your link has expired, you may request a new link.

[Request one now](#)

The California assessment system is provided by Educational Testing Service for use by California LEAs.

For best performance, download the latest version of [Internet Explorer](#), [Firefox](#), [Chrome](#), or [Safari](#).

By using or accessing this site, you agree to the [Terms and Conditions of Use.](#) ← 3

Figure 7. Logon Web form

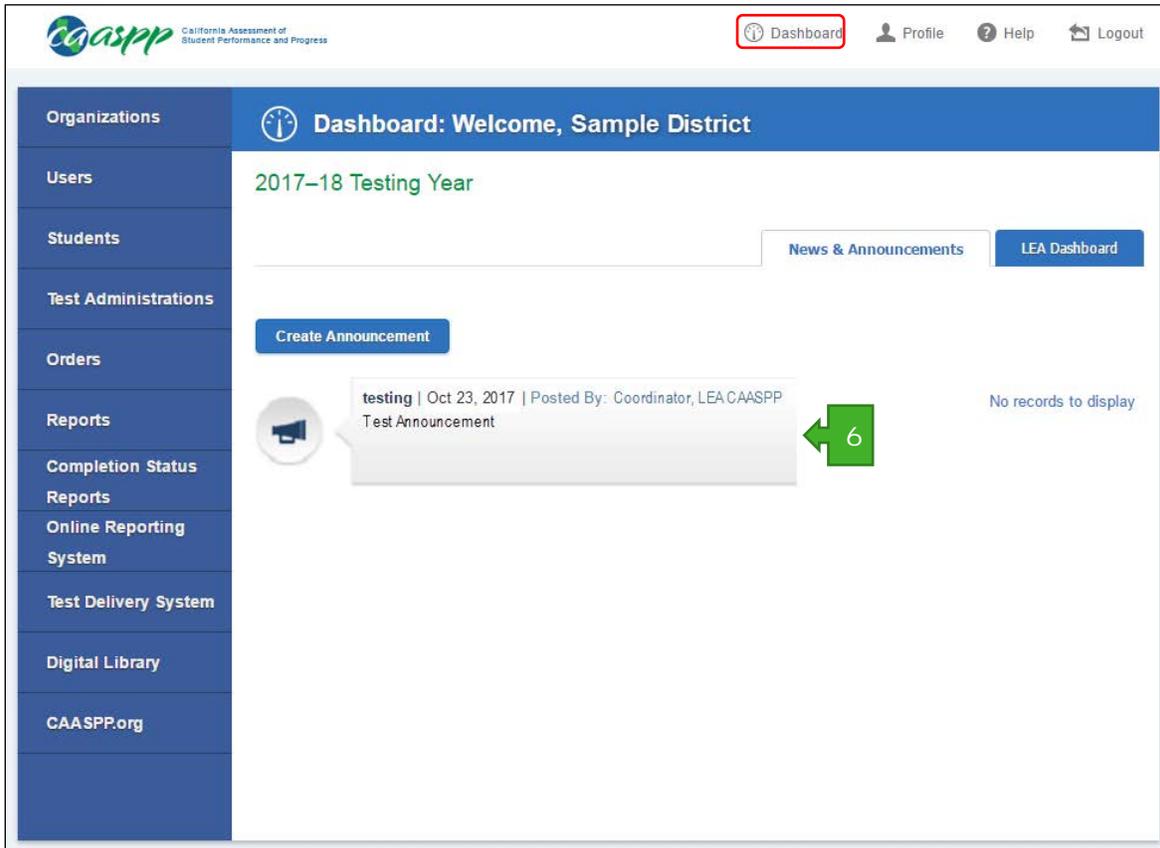


Figure 8. The TOMS Dashboard

New Users—Setting a New Password

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) Portal Web site—<http://www.caaspp.org/>

Users who are new to CAASPP and the California assessment systems must establish their user credentials by creating a password and an answer to a security question to gain access to the 2017–18 California assessment systems. They will receive an e-mail from CA-Assessments@ets.org that contains a link to a secure Web form where a password can be created. The link is found within the e-mail text, “To begin, visit the secure Web site to create a password.”



Warning: A free e-mail program such as Gmail or Yahoo! might forward the e-mail from CA-Assessments@ets.org directly to a spam or junk mail folder. If you requested an updated secure link e-mail but do not see it in the application’s default Inbox, be sure to check automated folder destinations to make sure the e-mail was not routed incorrectly.

1. Select the secure link in the e-mail; the Reset Your Password Web form appears (Figure 9).

Note: The link in the e-mail is valid for 15 minutes. If the link is not used within 15 minutes, when you do select it, you will be prompted to enter your e-mail address in the *E-mail Address* field and select [**Submit**] to request a link.

2. When you select the secure link, the Reset Your Password Web form appears; enter a password in the *Password* field and re-enter it in the *Confirm Password* field (shown in Figure 9). The 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.

3. When have successfully entered your password twice, select the [**Submit**] button. You will be prompted to set up the security question(s) on the Security Questions Web form

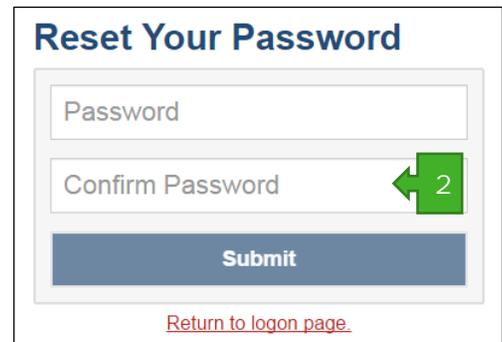
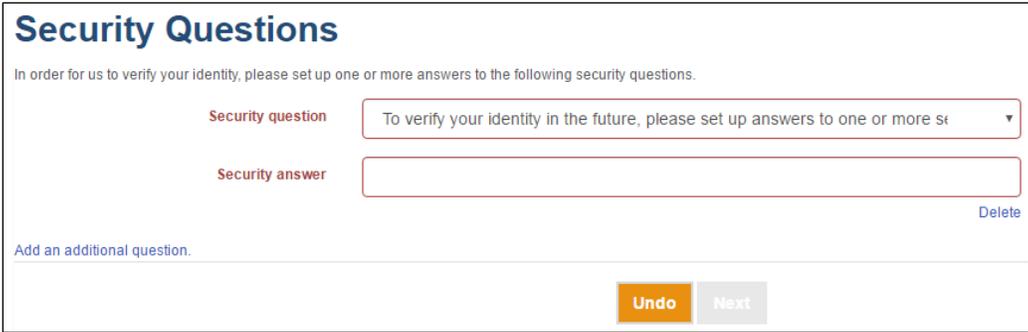


Figure 9. Reset Your Password Web form

using the *Security question* drop-down list and providing the answer in the *Security answer* field, shown in Figure 10.



Security Questions

In order for us to verify your identity, please set up one or more answers to the following security questions.

Security question To verify your identity in the future, please set up answers to one or more se

Security answer

[Delete](#)

[Add an additional question.](#)

Undo **Next**

Figure 10. Security Questions Web form

4. Select the [Add an additional question.] link if you wish to add an additional layer of security to the process by creating another security question. Otherwise, select [**Next**].
5. Once you have logged on successfully, you will proceed to the TOMS Dashboard.

Existing Users—Resetting a Password

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) Portal Web site—<http://www.caaspp.org/>

Existing users—those who have had user roles during a previous CAASPP administration—must reset their password and security question to gain access to the 2017–18 California assessment systems. They will receive an e-mail from CA-Assessments@ets.org that contains a link to a secure Web form where a password can be created and a security question can be verified. The link is found within the e-mail text, “Visit the secure Web site.”

However, if the link is not used within 15 minutes, you will be prompted to enter your e-mail address in the *E-mail Address* field and select [**Submit**] to request a link.



Warning: A free e-mail program such as Gmail or Yahoo! might forward the e-mail from CA-Assessments@ets.org directly to a spam or junk mail folder. If you requested an updated secure link e-mail but do not see it in the application’s default Inbox, be sure to check automated folder destinations to make sure the e-mail was not routed incorrectly.

Obtain the Secure Link for a Forgotten Password

If you have forgotten your password, first access TOMS to request the password reset e-mail. If you are responding directly to the e-mail notification, follow the instructions in the next subsection, “[Reset the Password](#).”

1. Use an Internet browser to go to the [CAASPP Portal](#) and select the button representing the system you wish to access. Systems accessible using this username and password are circled in Figure 11.



Figure 11. Buttons on caaspp.org

2. The Logon Web form, shown in Figure 12, appears.
3. Select the [Forgot Your Password?] link on the Logon Web form.
4. Enter your e-mail address in the *E-mail Address* field on the Reset Your Password Web form shown in Figure 13, and then select the [**Submit**] button.

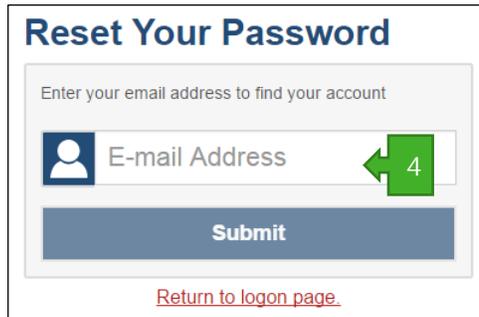


Figure 13. *E-mail Address* field on the Reset Your Password Web form

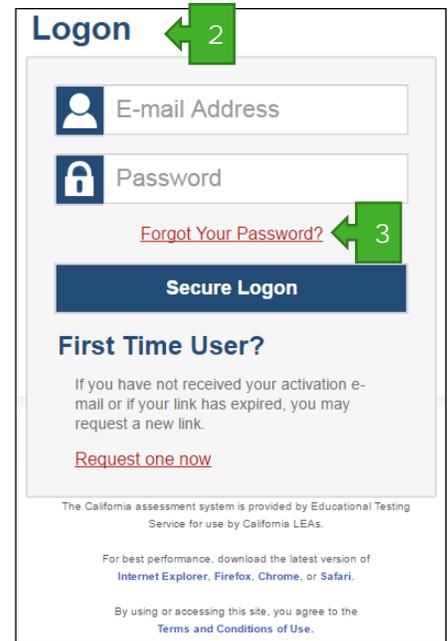


Figure 12. Logon Web form

5. Answer the security question in the *Enter an answer* field to verify your identity on the Reset Your Password Web form shown in Figure 14, and then select the [**Submit**] button.

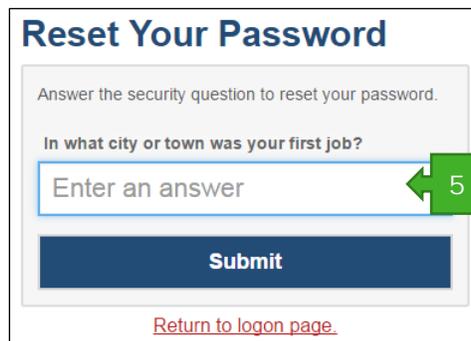


Figure 14. *Enter an answer* field on the Reset Your Password Web form

Reset the Password

1. Check your e-mail account that is used as your username for an e-mail from caaspp@ets.org that contains the secure link you will use to reset your password. **Note that the secure link will expire in 15 minutes.** If you are notified of an expired link by a message displayed on the Reset Your Password Web form, enter your password and then select the **[Submit]** button to request a new secure link.

2. When you select the secure link, the Reset Your Password Web form appears; enter a password in the *Password* field and re-enter it in the *Confirm Password* field (shown in Figure 15). The 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:
~ ! @ # \$ % ^ & * () - _ = + [] | ; : , . < > / ?

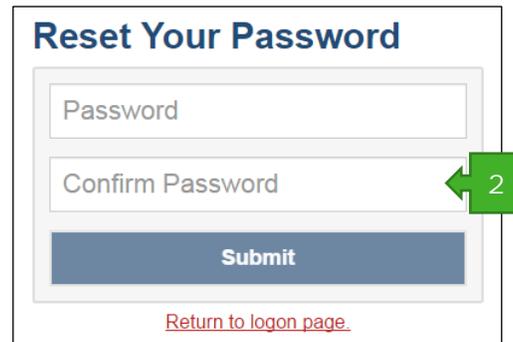


Figure 15. *Password* fields on the Reset Your Password Web form

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.

3. When have successfully entered your password twice, select the **[Submit]** button. You will be prompted to verify the security question(s) on the Security Questions Web form, shown in Figure 16.

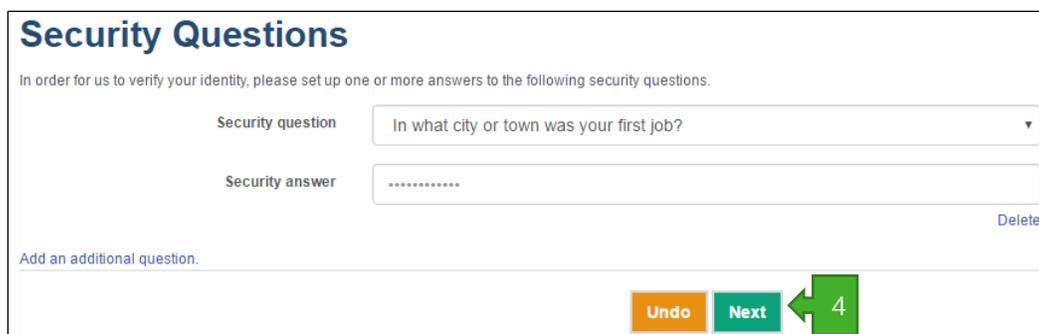


Figure 16. Security Questions Web form

4. Select the [Add an additional question.] link if you wish to add an additional layer of security to the process by creating another security question. Otherwise, select **[Next]**.
5. Once you have logged on successfully, you will proceed to the home page of whichever CAASPP application you selected.

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