
From: CalTac <CalTAC@info.ets.org>
Sent: Friday, October 23, 2015 3:05 PM
To:
Subject: CAASPP--2015-16 TOMS User Setup and System Downtime



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Dear LEA CAASPP Coordinator:

The functionality to add users in the 2015–16 version of the Test Operations Management System (TOMS) was made available on October 15, 2015, ONLY to local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators whose superintendents have completed and returned the [CAASPP Superintendent Designation Form for the 2015–16 School Year](#) and who have completed and returned the [CAASPP Test Security Agreement](#).

Currently, the TOMS user interface can only be used to add **new** users one by one. A list of available user roles and definitions for each role is available on the CAASPP User Roles in TOMS Web page at <http://www.caaspp.org/administration/toms/toms-users.html>. Activating users that were previously in the system can only be done through the batch upload feature using the template. However, the ability to **change/edit** a user's role in the uploaded template is currently not available. These two functionalities—activating users in the TOMS user interface and changing a user's role through the file upload process—are under construction during this weekend's TOMS downtime from **Friday, October 23 at 8 p.m. Pacific time (PT) through Sunday, October 25, 2015, at 9 p.m. PT.** (Note that TOMS is the only system going down this weekend.) A notification will be posted to the known issues log at <http://www.caaspp.org/system-status/issues-log.html> once these functionalities have been restored.

Users can be added using the blank template or can request a file containing 2014–15 users that can be modified to change user roles and/or to remove users who are no longer associated with the LEA. The blank template is available on the CAASPP TOMS Web page at <http://www.caaspp.org/administration/toms/>. Contact CalTAC by phone at 800-955-2954 or by e-mail at caltac@ets.org to obtain a file containing your 2014–15 users. Detailed instructions on how to add and edit users are available on the CAASPP Adding Users Web page at <http://www.caaspp.org/administration/toms/toms-upload-users.html>.

Questions about user roles and all other topics regarding the 2015–16 CAASPP administration should be directed to CalTAC by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center
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Fax: 800-541-8455
E-mail: caltac@ets.org
Web site: <http://www.caaspp.org/>

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