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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Tuesday, November 28, 2017 9:05 AM  
**To:**  
**Subject:** CAASPP--Managing Digital Library Accounts for LEA Staff



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Dear LEA CAASPP Coordinator:

This e-mail is a reminder that all maintenance of Digital Library accounts for LEA staff is done using the Smarter Balanced Administration and Registration Tools interface (ART). As you maintain user accounts, please keep in mind the following:

- Ensure that new LEA staff members are aware they can create their own Digital Library account using the self-registration feature. In ART, LEA CAASPP coordinators can also establish an account for staff members.
- While LEA staff can create a Digital Library account using the self-registration feature, the deletion of user accounts can only be completed by an authorized administrator such as the LEA CAASPP coordinator in ART.
- New LEA staff members who had a Digital Library account at a previous LEA can request to change the e-mail address to which their Digital Library account is linked while preserving user favorites and forums and reflecting their new LEA's e-mail domain. These e-mail domain change requests must be directed to the LEA CAASPP coordinator, who will need to contact the California Technical Assistance Center (CalTAC) to complete the change.

Questions about maintaining Digital Library user accounts should be directed to CalTAC by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Phone: 800-955-2954  
Fax: 800-541-8455  
E-mail: [caltac@ets.org](mailto:caltac@ets.org)  
Web site: <http://www.caaspp.org/>