

From: [CalTac](#)
To:
Subject: New California Assessment System Password Process
Date: Wednesday, August 16, 2017 9:35:28 AM



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Dear LEA Coordinator:

Starting on August 31, 2017, new users and those who forgot their passwords from the previous California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) administration and selected the [Forgot Your Password?] link on the Logon Web page will receive an e-mail from the system that contains a secure link to a Web form. Detailed instructions about how to create a new password and security question that will permit access to California assessment systems for the 2017–18 test administration will be presented. Note that this change is being implemented to enhance security and applies only to the method of choosing passwords and security questions.

Other changes to the process include the following:

- Secure links must be used within 15 minutes of generation. If you do not activate your account within this period, you must request a new e-mail by selecting the [Forgot Your Password?] (returning users) or [Request one now] link on the Logon Web form.
- Passwords must be reset every 90 days.
- A separate username (e-mail address) is required for each **user role** assigned. For example:
 - Two usernames (e-mail addresses) needed: An individual assigned as a test site coordinator at School A and as a test administrator at School B
 - One username (e-mail address) needed: An individual assigned as a test site coordinator at School C and as a test site coordinator at School D

Note: Users must be assigned specifically to access the systems associated with each individual testing program; a CAASPP user role does not automatically confer ELPAC privileges.

Please contact the appropriate help desk for information and assistance with adding and managing users' access to the California assessment system.

Sincerely,

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

ELPAC Customer Support Center
Phone: 844-782-2714
E-mail: ELPAC@ets.org
Web site: <http://www.elpac.org/>