
From: CalTAC <CalTAC@info.ets.org>
Sent: Friday, July 12, 2019 12:15 PM
To:
Subject: CAASPP and ELPAC: Single Sign-On and Reregistration for Access to the Digital Library



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Dear LEA CAASPP or ELPAC Coordinator:

We are excited to announce a new enhancement to the CAASPP and ELPAC systems for the 2019–20 administrations. On September 3, 2019, we are implementing a single sign-on that will allow CAASPP and ELPAC system users to use a single username and password to access the following systems:

- Test Operations Management System (TOMS)
- Test Administrator Interface
- Interim Assessment Viewing System
- Interim Assessment Hand Scoring System
- Interim Assessment Reporting System
- Online Reporting System
- Completion Status and Roster Management
- Digital Library
- Data Entry Interface
- Practice and Training Tests

Single sign-on will provide access to the Digital Library for all ELPAC and CAASPP TOMS users. The Administration and Registration Tools (ART) interface that was used previously to add users to the Digital Library and Interim Assessment Reporting System will no longer be used.

Special Considerations for Existing Digital Library Users

After the implementation of single sign-on on September 3, 2019, **current Digital Library users will need to be reregistered as a Digital Library user** to keep their Digital Library profile settings and favorites. The option to reregister will be available from September 3, 2019, through September 30, 2019. Users can be reregistered through either of the following two ways:

1. **TOMS user registration.** As the LEA CAASPP or ELPAC coordinator, you can add users to the Digital Library through TOMS using either the new *Digital Library Only* role or by assigning any other TOMS user role. If you are reregistering staff in your LEA for the Digital Library, be sure to reregister

users with the same email address they registered with previously to retain any user favorites or profile settings.

2. **Digital Library Self-Registration.** Users can reregister using the self-registration feature. Existing Digital Library users will receive an email on September 3, 2019, directing them to reregister to maintain access to the Digital Library, and coordinators will receive a copy of this email. Users must have a valid local educational agency (LEA) email address to self-register. To maintain security, open domains, such as aol and gmail, are restricted. Any user using an email with an open domain will need to be registered by an LEA coordinator in TOMS. If you will require staff to reregister via the self-registration process, please notify them of this requirement and the pertinent timeframe for reregistering.

Existing Digital Library users who are not reregistered by September 30, 2019, using one of the two methods listed previously, will lose access to the Digital Library, including their profile settings and favorites.

Questions regarding single sign-on and reregistering for the Digital Library should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Websites: <http://www.caaspp.org/> and <https://www.elpac.org/>

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