How to Generate Credentials for Student Information System Vendors

Local educational agency California Assessment of Student Performance and Progress (CAASPP) or English Languge Proficiency Assessments for California (ELPAC) coordinators must authorize transfer of student data, and establish credentials for their parent or student portal vendor. The same credentials are used for both CAASPP and ELPAC Test Operations Management System (TOMS). Coordinators should work closely together on this process so as not to override each other's generated credentials.

1 Navigate to http://www.caaspp.org or https://www.elpac.org.

2 Select the **TOMS** button.

3 Log into the TOMS system.

4 Select the **Credentialing** tab at the top of the screen.

5 Select a **Vendor** or **Vendors** from the Parent or Student Portal Vendor(s) list.

6 Select the box to authorize Educational Testing Service in the "Authorization to Release Student Data to Vendors" section to provide the SIS vendor(s) with access to Student Score Reports (SSRs).

Authorization to Release Student Data to Vendors

7 Select the **Generate Credentials** button.

8 Select the **Show Secret Key** button to display the characters in the Secret Key field.

SHOW SECRET KEY

9 Securely provide the User Name and Secret Key to your vendor. Doing so gives this vendor access to your local educational agency's SSRs.

10 Credentials should be saved in a secure location, as they cannot be retrieved from this screen again. Credentials will need to be regenerated if not saved properly.

ⓘ *The credentials will expire after one year (365 days). Credentials can be reset at any time to restart the 365-day expiration.*