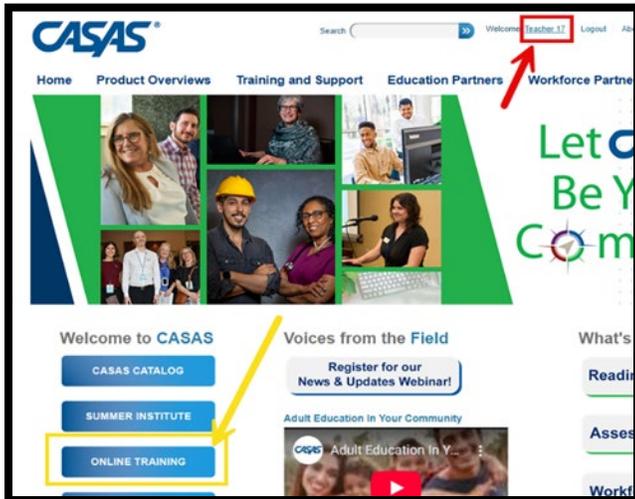


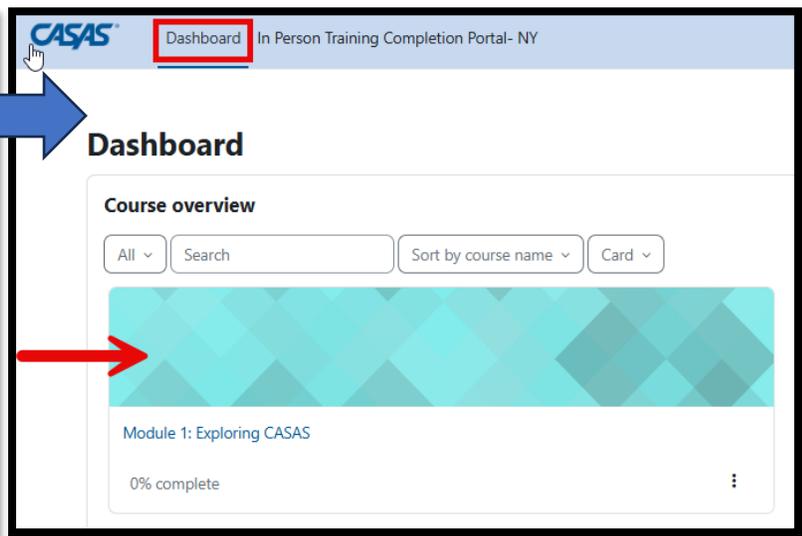
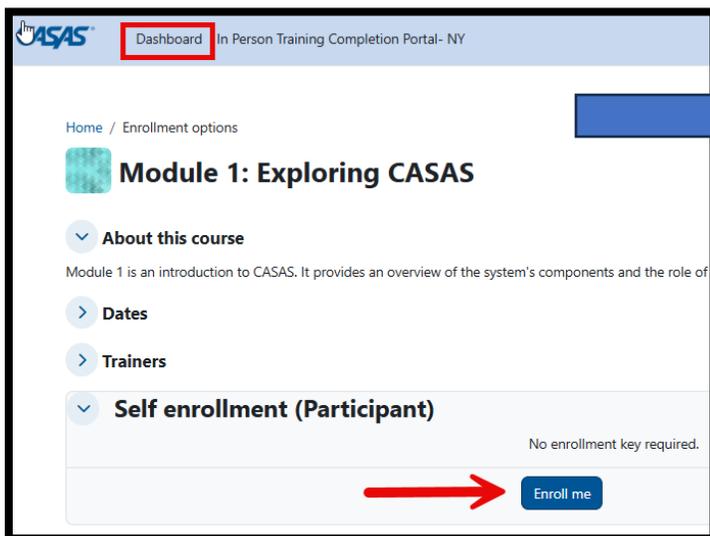
To Create an Account and Access CASAS Training Modules

1. If you don't already have a CASAS account, open the CASAS home page at <https://www.casas.org/> Click on "Create an Account" (red arrow). Use your work email address.



2. After you receive your account confirmation email confirm your account. Then return to the CASAS homepage, log in, and click "Online Training." (yellow arrow, at left). That will take you to the CASAS Training Homepage. **The first time you log in**, you will be asked to choose your state, then your region. See below:

3. **The CASAS Training Homepage** displays all available training modules. All are available on-demand, and free of charge. To enroll in a training, simply click on the training you wish to complete and click "Enroll me" to add the course to your Dashboard in the upper left corner (red rectangle, below). You can access the trainings you've enrolled in from your Dashboard. Your progress is always saved and you can revisit the modules at any time.



WHICH TRAININGS SHOULD I TAKE?

Staff Role:	Data Manager	eTest Test Administration	Paper Test Administration	Program Manager
REQUIRED:	Module 1: Exploring CASAS	Module 1: Exploring CASAS	Module 1: Exploring CASAS	Module 1: Exploring CASAS
REQUIRED	Introduction to TOPSpro Enterprise	CASAS eTests Proctor Certification	Module 3: Launching Paper Tests with Proctor Certification	Module 2: Launching CASAS eTests
REQUIRED				CASAS eTests Agency Agreement

Below is a screenshot of the CASAS Training site showing the locations of the trainings listed in the table above.

