Going Live! Checklist

First Steps

1. Confirm system requirements for each online application.
   - CASAS eTests Online System Requirements
   - TOPSpro Enterprise Online System Requirements

2. Complete minimum requirements to set up your online account.
   Enroll and complete the following:
   - CASAS Implementation Agreement
   - Module 1: CASAS Implementation Basics
   - Module 2: CASAS eTests Implementation
   - CASAS eTests Coordinator Certification*
   - CASAS eTests Proctor Certification*

3. Order your eTests and TOPSpro Enterprise package.
   - TE Basic Package WTUs
   - TE Enhanced Package TEUs

4. Email golive@casas.org and request CASAS to set up your online account.

Next Steps

5. Connect to your online account.

6. Add sites and enable for eTests.

7. Add user accounts for staff.

8. Register testing stations.

9. Replicate testing sessions.

10. Conduct a trial run.
    - CASAS recommends additional staff complete training before the trial run.

11. Go live!

12. Retrieve results and generate reports.
    - Module 4: Test Results and Reports (recommended training)

*Staff may hold multiple certifications.