

STB PORTAL Affidavit Report

Step 1: Go to STB Portal via the STB website (achieve.lausd.net/testing)

Step 2: Log-in using your LAUSD SSO and password (ex: wsc78947@lausd.net)

Step 3: Under Coordinator Apps, Click on Security Forms



Step 4: Click on Reports option to generate a list of staff members who electronically signed an affidavit

Step 5: From the drop menus select the following:

1. School Year: 2020 - 2021
2. Test Program: ELPAC/CAASPP
3. Document Type: Leave blank
4. Active Location: Pre-populated with your school location. Add multiple location selection for schools with a magnet, dual language and or academies.
6. Print your report list by selecting print or export to an excel file.

SECURITY AFFIDAVIT AND AGREEMENT REPORT

2018-20 ELPAC

ORDER ID	SCHOOL YEAR	TEST PROGRAM	DOCUMENT TYPE	ACTIVE LOCATION	MULTIPLE ASSIGNMENT	SIGNED BY	SIGNED DATE
4544	2018 - 2019	ELPAC	AFFIDAVIT	7696		STEBBINS, CAROLYN	8/30/2018 8:19:36 AM
4543	2018 - 2019	ELPAC	AFFIDAVIT	0097		ADAME, CONNIE	8/30/2018 8:18:17 AM

Navigating TOMS

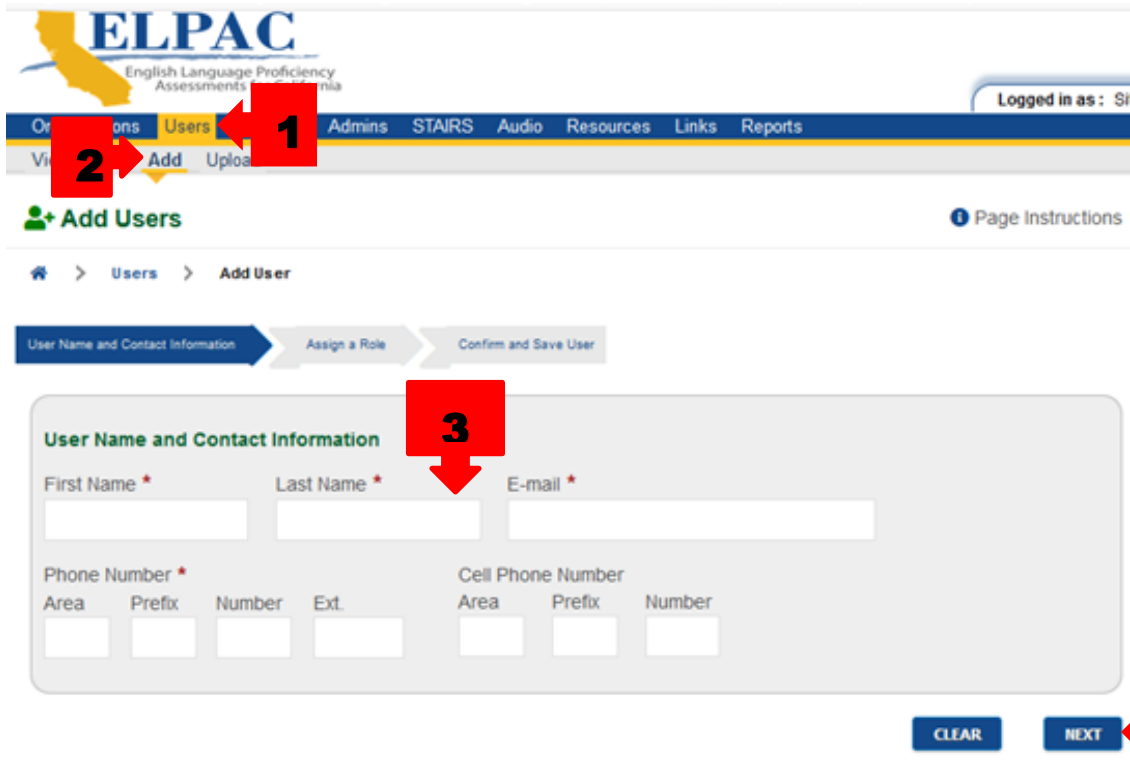
How to Access TOMS

Step 1: To Access TOMS, go to: www.elpac.org

Step 2: Scroll down and choose **Test Operations Management System (TOMS)** and log in.

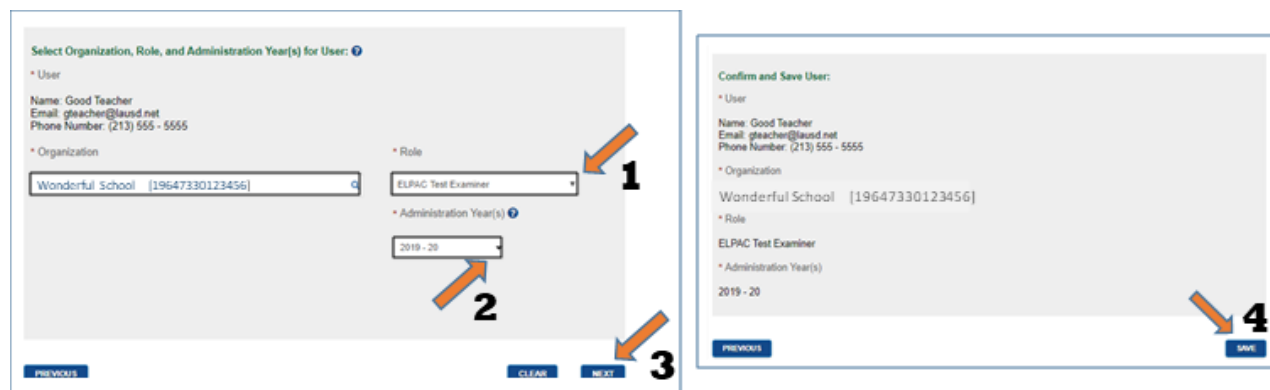
Creating TOMS Accounts

Step 1: In TOMS, 1. click on **Users**. 2. click **Add**. 3. Enter **User Name and Contact Information** and; 4. Click **NEXT**.



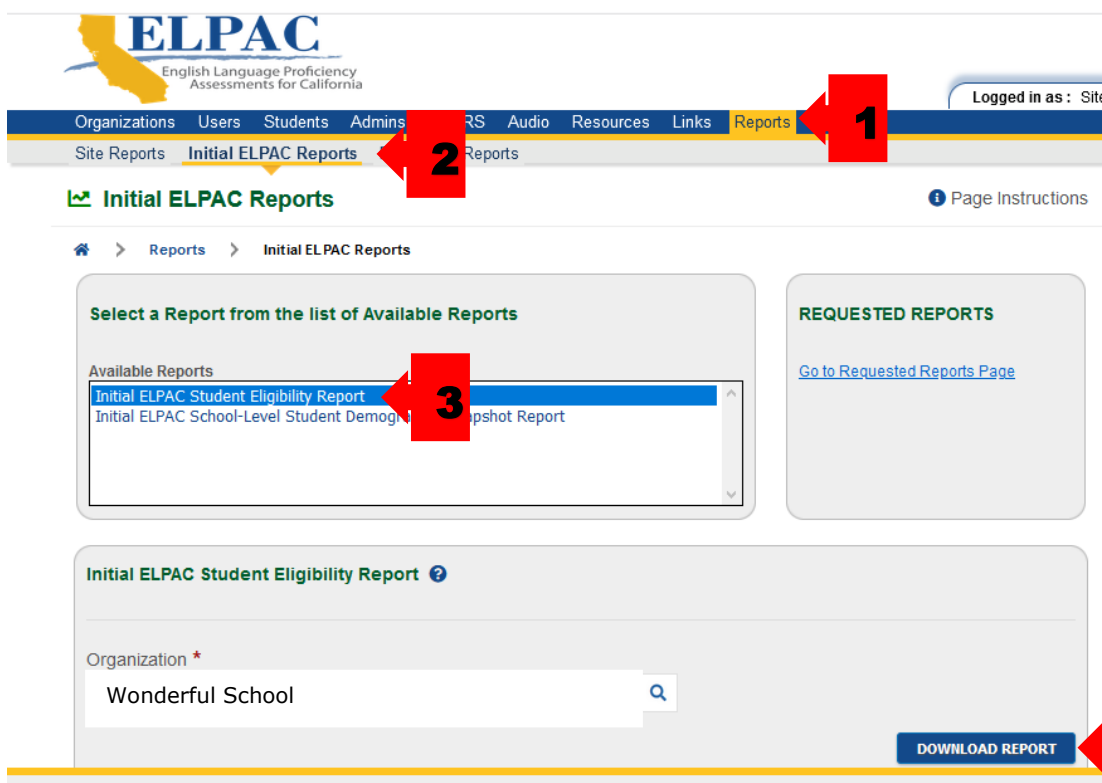
The screenshot shows the ELPAC TOMS interface. At the top, there is a navigation menu with 'Users' highlighted. A red arrow labeled '1' points to the 'Users' link. Below the menu, there is a 'Add Users' button. A red arrow labeled '2' points to the 'Add' button. Below that, there is a progress bar with three steps: 'User Name and Contact Information', 'Assign a Role', and 'Confirm and Save User'. The first step is active. A red arrow labeled '3' points to the 'User Name and Contact Information' form. The form has fields for 'First Name', 'Last Name', and 'E-mail'. Below these are fields for 'Phone Number' (Area, Prefix, Number, Ext.) and 'Cell Phone Number' (Area, Prefix, Number). At the bottom right of the form, there are 'CLEAR' and 'NEXT' buttons. A red arrow labeled '4' points to the 'NEXT' button.

Step 2: Assigning Role(s): 1. Click the drop down menu under * **Role**, and enter role(s) as ELPAC Test Examiner. 2. Click the drop down menu under * **Administration Year(s)** and change to 2019-20. 3. Click **NEXT**. Confirm and Save User. 4. Click **SAVE**.



Eligibility Reports

Step 1: In TOMS, 1. Click the **Reports** tab, 2. Click on **Initial ELPAC Reports**, 3. Click on the **Initial ELPAC Student Eligibility Report** and 4. **DOWNLOAD REPORT**.



Step 2: Reports will download as a .csv file. Feel free to sort reports in any order as needed.

	A	B	C	D	E	F	G	H	I
1	Initial ELPAC Student Eligibility Report								
2	LEA CDS Code	LEA Name	School CDS Code	School Name	SSID	First Name	Last Name	CALPADS Enrolled US	School Entry Date
3	19647330000000	Los Angeles Unified	1234567890	Wonderful School	123456789	A	Student	K	
4	19647330000000	Los Angeles Unified	1234567890	Wonderful School	123456789	B	Student	1	
5									

Site Reports

Step 1: In TOMS, 1. Click the **Reports** tab, 2. Click on **Site Reports**, 3. Click on any of the following:

ELPAC School-Level Student Test Assignment Report

Shows if student has been assigned to take online assessment.

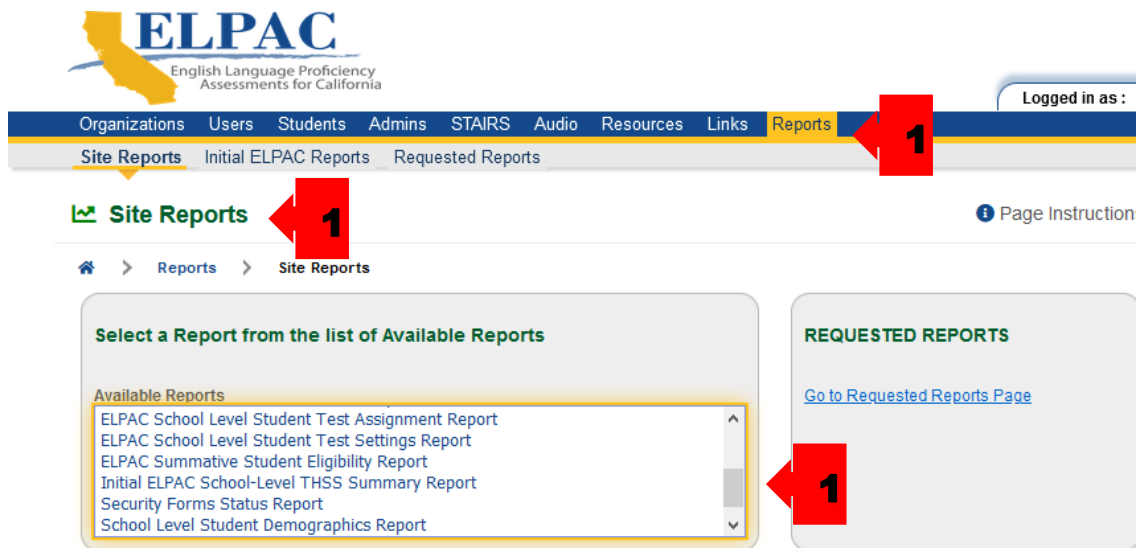
ELPAC School-Level Student Test Settings Report

Shows what Designated Supports or Accommodations have been entered for a student.

ELPAC Summative Student Eligibility Report

Shows eligible students that must take ELPAC Summative Assessment

DOWNLOAD REPORT that you select.



The screenshot shows the ELPAC TOMS interface. At the top, the ELPAC logo is visible. Below it, a navigation bar contains tabs for Organizations, Users, Students, Admins, STAIRS, Audio, Resources, Links, and Reports. A red arrow labeled '1' points to the Reports tab. Under the Reports tab, there are sub-tabs for Site Reports, Initial ELPAC Reports, and Requested Reports. A second red arrow labeled '1' points to the Site Reports sub-tab. Below the navigation bar, the main content area shows a heading 'Site Reports' with a red arrow labeled '1' pointing to it. To the right of the heading is a 'Page Instruction' icon. Below the heading, there is a breadcrumb trail: Home > Reports > Site Reports. The main content area is divided into two sections: 'Select a Report from the list of Available Reports' and 'REQUESTED REPORTS'. The 'Available Reports' section contains a list of reports: ELPAC School Level Student Test Assignment Report, ELPAC School Level Student Test Settings Report, ELPAC Summative Student Eligibility Report, Initial ELPAC School-Level THSS Summary Report, Security Forms Status Report, and School Level Student Demographics Report. A red arrow labeled '1' points to this list. The 'REQUESTED REPORTS' section contains a link: 'Go to Requested Reports Page'.