



## UPDATES

OCTOBER 19, 2015

### TOMS ACCOUNTS FOR TEACHERS

The 2015-16 Test Operations Management System (TOMS) is now available. In order to access the new system, authorized users must have 2015-16 TOMS accounts. See [REF-6578, CAASPP Security Forms, Principal's Portal Requirements, and TOMS System Updates](#), for more information.

Coordinators may start setting up their teacher accounts. Please see the [TOMS Quick Guide](#) for step-by-step instructions on designating teacher accounts. Note that as of October 19, 2015, only the file upload method is working.

Reminders:

⇒ Before getting a TOMS account:

- The principal has to certify their security documents in the Principal's Portal and sign a hard copy of the *2015-16 CAASPP Security Affidavit* and *CAASPP Security Agreement*.
- The CAASPP coordinator certifies the security documents by completing the **2015-16 CAASPP Security Forms Coordinator Training** in the Learning Zone and sign a hard copy of the *2015-16 CAASPP Security Affidavit* and *CAASPP Security Agreement*.

⇒ Before assigning a TOMS account to teachers, the CAASPP coordinator must ensure that the teacher:

- has completed the *2015-16 CAASPP Security Forms Teacher Training* in the Learning Zone. The coordinator will collect a copy of the certificate.
- has signed a hard copy of the *2015-16 CAASPP Security Affidavit*.

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### **TESTING UPDATES ARCHIVE**

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