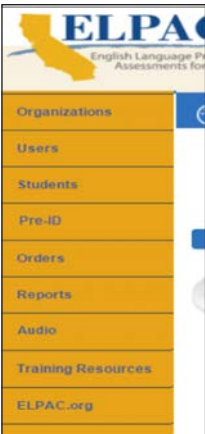
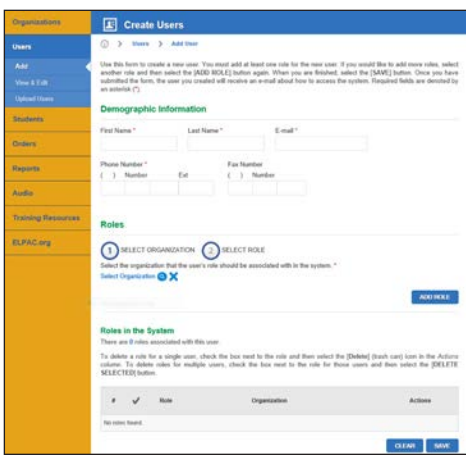
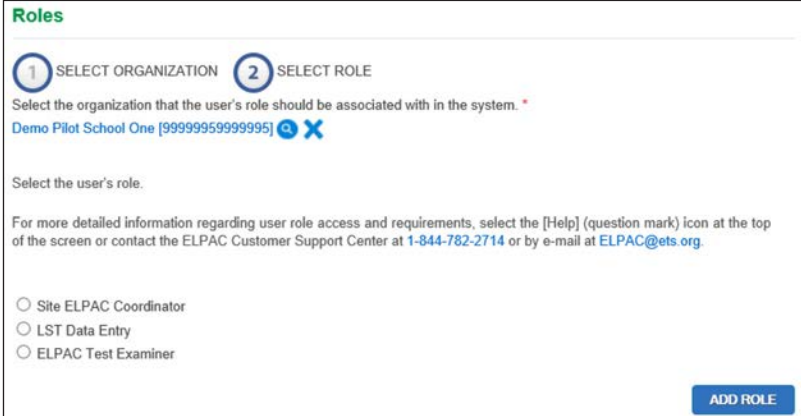
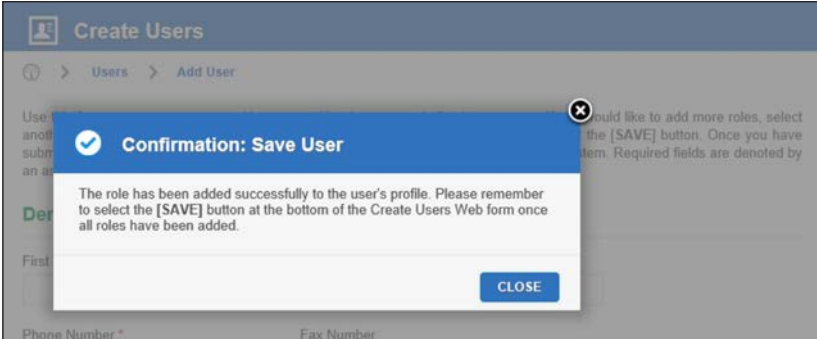
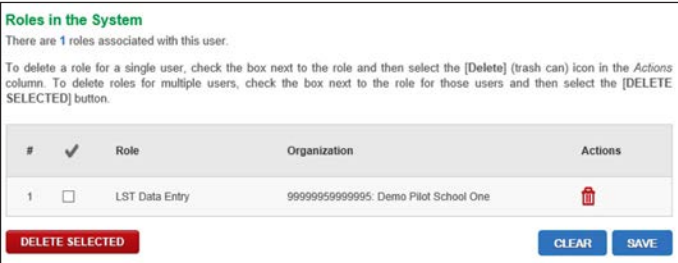


Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 1—One at a Time	
Step	Action
1	<p>Log on to the English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS) and select the [Users] button on the left navigation bar.</p> 
2	<p>You will be at the [Add] button to add users to TOMS; you will see a <i>Create Users</i> Web form.</p> 
3	<p>In the “Demographic Information” section, enter the following required information for the user being added:</p> <ul style="list-style-type: none"> ■ First Name ■ Last Name ■ *E-mail ■ Phone Number <p>*The e-mail domain extension portion of the e-mail address is limited to 10 characters (e.g. Tom.Tester@ets.edu; Tom.Tester@ets.org).</p>

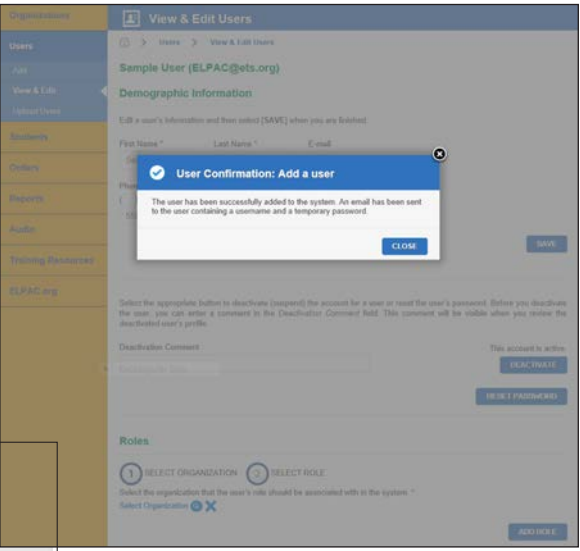
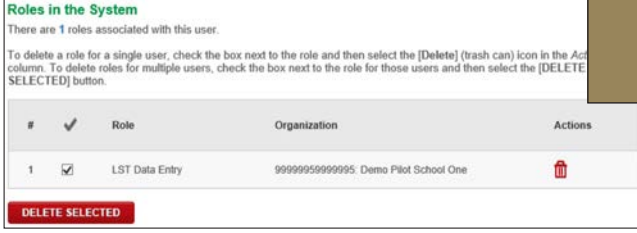
Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 1—One at a Time

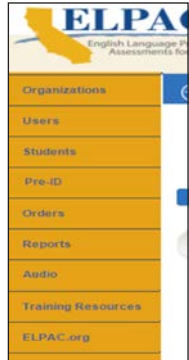
Step	Action
4	<p>In the “Roles” section:</p> <ol style="list-style-type: none"> Select the [Select Organization] button. Type at least five characters of the organization name (including spaces) or county/district/school code to get selectable values. Select the radio button corresponding to the user’s role. Select the [ADD ROLE] button. 
5	<p>Select the [CLOSE] button on the <i>Save User</i> confirmation box</p> 
6	<p>Select the [SAVE] button when you are finished adding users.</p> 

Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 1—One at a Time

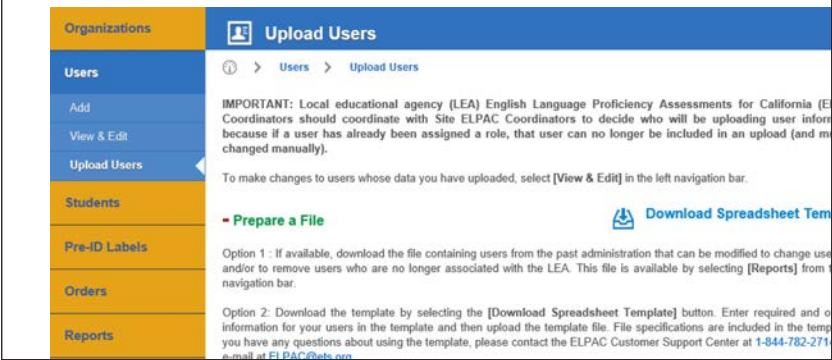
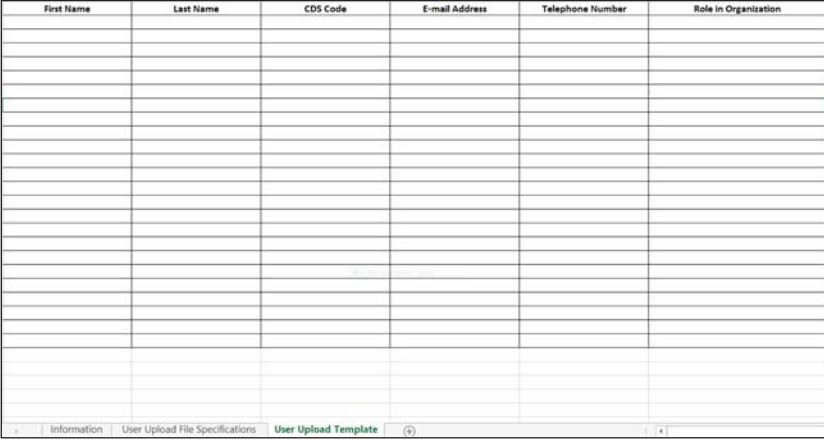
Step	Action
7	<p>Select the [CLOSE] button on the <i>User confirmation: Add a user</i> box.</p> <p>Note: If the user already has a role in the system, you can delete that role by checking the box corresponding to the role you would like to delete and selecting the [DELETE SELECTED] button or the trashcan [🗑️] icon in that role's row in the "Roles in the System" section of the Web form.</p>  

Method 2—Adding Users via Template Upload

Step	Action
1	<p>Log on to the English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS) and select the [Users] button on the left navigation bar.</p> 

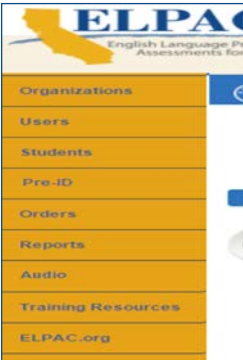
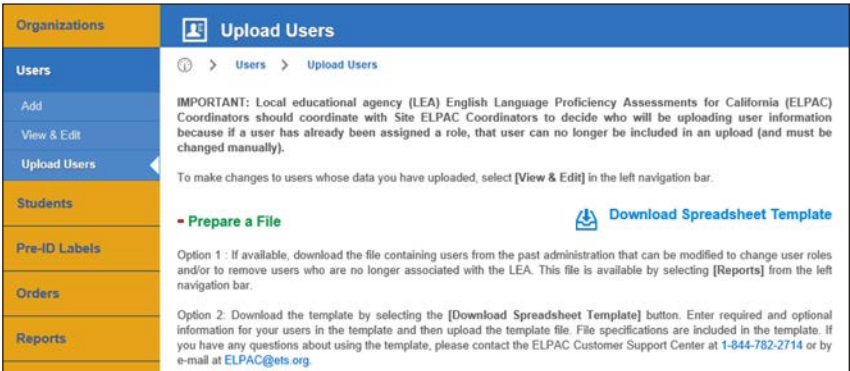
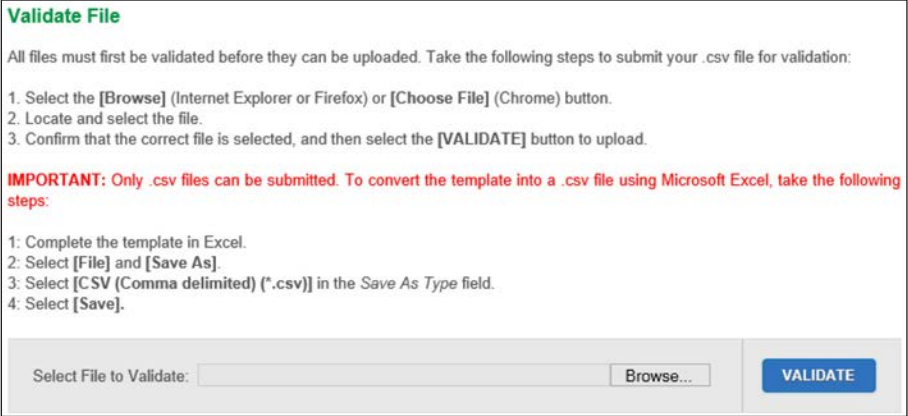
Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 2—Adding Users via Template Upload

Step	Action
<p>2</p>	<p>To download a file, select the [Upload Users] button. Select the [Download Spreadsheet Template] icon on the right side of the screen. Save the template locally.</p> 
<p>3</p>	<p>The specifications for each record in the template, including maximum length, required or not, and acceptable value for the field, are described in the [User Upload File Specifications] button of the user upload template. You must enter data in every field, columns A–F.</p> 
<p>4</p>	<p>When you are finished, save as a .csv file using the <i>File > Save As</i> option in Excel.</p>
<p>5</p>	<p>To validate the file in TOMS, access TOMS.</p>


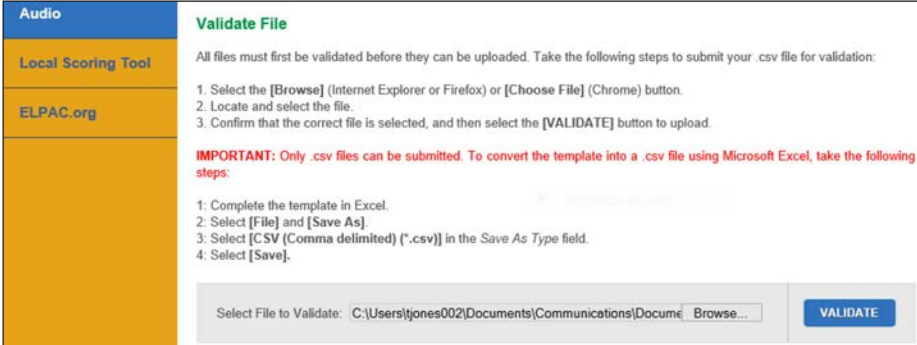
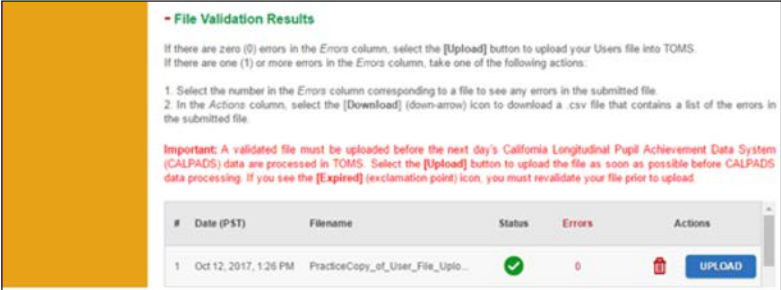
Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 2—Adding Users via Template Upload

Step	Action
6	<p>Select the [Users] button on the left navigation bar.</p> 
7	<p>Select the [Upload Users] button on the left navigation bar.</p> 
8	<p>In the “Validate File” section of the <i>Upload Users</i> Web form, select the [Browse] (Internet Explorer or Firefox) or [Choose File] (Chrome) button.</p> 

Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

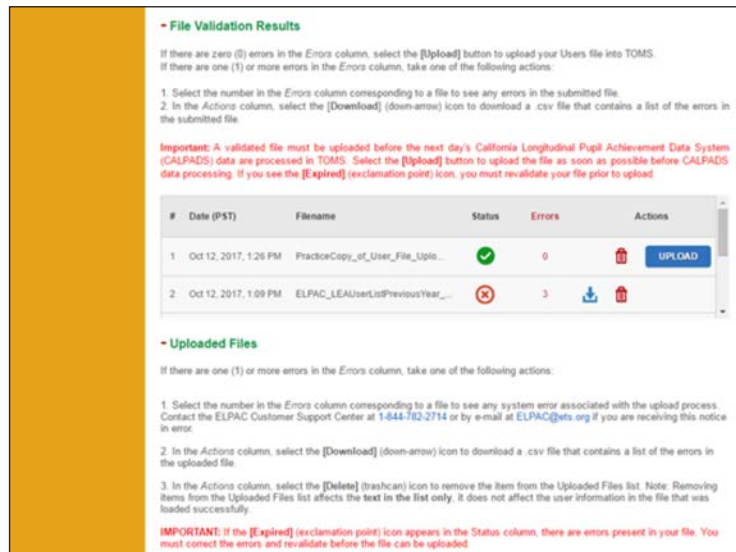
Method 2—Adding Users via Template Upload

Step	Action
9	<p>Locate and select the saved file.</p> 
10	<p>Confirm that the correct file is selected and then select the [VALIDATE] button to allow the system to validate the user's file.</p> 
11	<p>The system will then attempt to validate the contents of your file. If the validation is successful—meaning there are no errors in the file—you will receive an e-mail noting that the file is error free, and the [UPLOAD] button will appear in the “File Validation Results” section. Select the [UPLOAD] button to complete the upload process.</p> 

Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 2—Adding Users via Template Upload

Step	Action
12	<p>If there are one or more errors in the <i>Errors</i> column, you will receive an e-mail notification with the number of errors in the file. Then:</p> <ol style="list-style-type: none"> Select the number in the <i>Errors</i> column corresponding to a file to see any errors in the submitted file. In the <i>Actions</i> column, select the [Download] (down-arrow) icon to download a .csv file that contains a list of the errors in the submitted file. Correct the errors and then revalidate your file (see step 10).



- File Validation Results

If there are zero (0) errors in the *Errors* column, select the **[Upload]** button to upload your Users file into TOMS. If there are one (1) or more errors in the *Errors* column, take one of the following actions:

- Select the number in the *Errors* column corresponding to a file to see any errors in the submitted file.
- In the *Actions* column, select the **[Download]** (down-arrow) icon to download a .csv file that contains a list of the errors in the submitted file.

Important: A validated file must be uploaded before the next day's California Longitudinal Pupil Achievement Data System (CALPADS) data are processed in TOMS. Select the **[Upload]** button to upload the file as soon as possible before CALPADS data processing. If you see the **[Expired]** (exclamation point) icon, you must revalidate your file prior to upload.

#	Date (PST)	Filename	Status	Errors	Actions
1	Oct 12, 2017, 1:26 PM	PracDocCopy_of_User_File_Upto...	✓	0	🗑️ UPLOAD
2	Oct 12, 2017, 1:09 PM	ELPAC_LEAUserListPreviousYear_...	✖️	3	📄 🗑️

- Uploaded Files

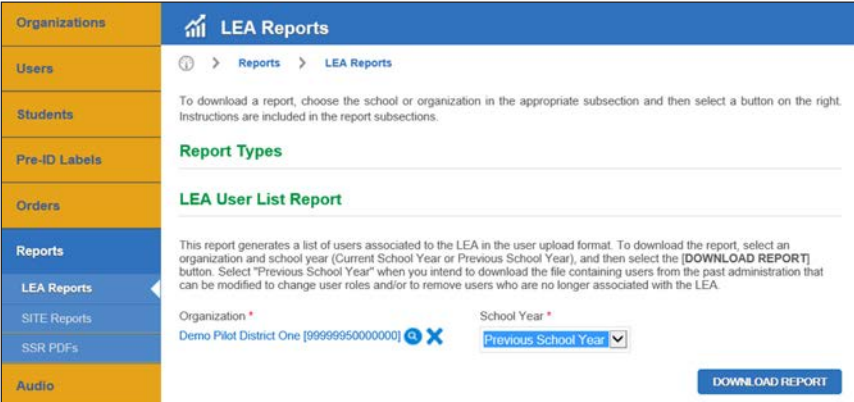

If there are one (1) or more errors in the *Errors* column, take one of the following actions:

- Select the number in the *Errors* column corresponding to a file to see any system error associated with the upload process. Contact the ELPAC Customer Support Center at 1-844-782-2714 or by e-mail at ELPAC@ets.org if you are receiving this notice in error.
- In the *Actions* column, select the **[Download]** (down-arrow) icon to download a .csv file that contains a list of the errors in the uploaded file.
- In the *Actions* column, select the **[Delete]** (trashcan) icon to remove the item from the Uploaded Files list. Note: Removing items from the Uploaded Files list affects the text in the list only. It does not affect the user information in the file that was loaded successfully.

IMPORTANT: If the **[Expired]** (exclamation point) icon appears in the *Status* column, there are errors present in your file. You must correct the errors and revalidate before the file can be uploaded.

Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Method 2a—Adding Users via Upload Using a Previous Year's Template

Step	Action
	<p>Download the file, which contains users from the past administration that can be modified to change user roles and/or to remove users who are no longer associated with the LEA.</p>
<p>1</p>	<p>Select [Reports] from the left navigation bar. The arrow will indicate the [LEA Reports] button. Input the <i>Organization</i> and select <i>Previous School Year</i>, and then select the [DOWNLOAD REPORT] button.</p>  
<p>2</p>	<p>Modify the <i>ELPAC_LEAUserListPreviousYear_1</i> worksheet to change user roles and/or to remove users who are no longer associated with the LEA.</p>
<p>3</p>	<p>When the modifications are complete, save the file as a .csv file and then follow the directions in Method 2, steps 6 through 12.</p>

Test Operations Management System (TOMS) Adding Users Instructions Quick Start Guide

Important Notes:

- All users will need a signed [Test Security Affidavit](#) on file for 2018–19 prior to being added to TOMS as a user.
- A link with Information on assigning [User Roles in the Test Operation Management System \(TOMS\)](#) is on ELPAC.org.
- ELPAC TOMS has been updated to receive orders uploaded with Microsoft Excel, Google Sheets, or Apple Numbers.
- General questions about ELPAC should be directed to the ELPAC Customer Support Center by e-mail at ELPAC@ets.org or by phone at 844-782-2714.