ODA | LAUSD UNIFIED

Office of Data and Accountability

Student Testing Branch

Creating TOMS Accounts

STB Portal	CAASPP TOMS	ELPAC TOMS	Moodle	MyPLN	Completion Status	Technology

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1   Navigate to www.elpac.org / www.caaspp.org, log in to TOMS, and select your role.

2   Click on [Users] then click [Add]

3   Enter the TA's/TE's information in the required fields. Click [next].
   - ONLY use LAUSD email addresses

4   Select the appropriate role from the drop-down menu.

   - ELPAC
        - ELPAC Test Examiner (Initial, Alternate, and Summative Assessments)
        - IA Administrator Only (Interim Assessments)

   - CAASPP
        - CAASPP Test Administrator (CAASPP Summative Assessments)
        - CAASPP Test Examiner (CAAs)
        - IA Administrator Only (Interim Assessments)

5   Confirm that the information is correct and click [SAVE].