

## Student Testing Branch

# Principal’s Portal Security Forms and Designation of Coordinators

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Principals must read, sign, and certify the Security Affidavit and Agreement for ELPAC and CAASPP each school year. Principals must also designate a Coordinator for each testing program.

1. Navigate to the [Principal’s Portal](#) directly or via the STB Portal and sign-in using your SSO.
2. Under Actions [Click] State Testing Requirements.
3. [Click] CAASPP Security Affidavit and Agreement (Electronic certification).
4. Read the document.
5. Checkmark the box to accept all conditions of the CAASPP Security Affidavit and Agreement.
6. [Click] Certify.
7. Repeat the process to sign the ELPAC Security Affidavit and Agreement.
8. [Click] Testing Menu.
9. Under Assign Coordinator, [Click] on the Click here to assign link
10. For each program click on the people finder icon.
11. Type the designees’ LAUSD email address and select your staff member’s name from the dropdown menu.

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- 12 [Click] submit at the bottom of the page.
- 13 Return to the State Testing Program's landing page. The designee's name will be displayed in the coordinators table and in the table for the appropriate program.
- 14 As the coordinator completes his/her requirements, the Pending flag will be replaced with the date when the requirement is completed.

**Resources:** PowerPoint (slides 1-2), Administration Instructions (pages 3-5)