Dear LEA Superintendent:

On February 11, 2019, you received an automated email from elpac@ets.org with instructions for setting up your user account in the English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS).

If you have not yet done so, please access ELPAC TOMS and designate a local educational agency (LEA) ELPAC coordinator for the 2019–20 administration. You must do so by April 1, 2019 (*California Code of Regulations,* Title 5, Section 11518.40[a]).

Once you are logged on to ELPAC TOMS, complete the following steps if your existing LEA ELPAC coordinator(s) will continue to be the coordinator for the 2019–20 administration:

1. Select the [**Users**] button in the left navigation bar.

2. Select the [**Designate Users for Upcoming Administration**] button.

3. View the list of existing 2018–19 coordinator(s) and select the *2019–20 Administration Year* box to designate an existing coordinator(s) as a coordinator for 2019–20.

4. Select the *Primary LEA Coordinator* radio button to indicate that the coordinator is the primary coordinator for your LEA.

5. Check the *New LEA Coordinator* box to indicate that the coordinator is new, if he or she has been in the coordinator role for less than 12 months.

6. Select the [**SAVE**] button to save your 2019–20 ELPAC coordinator designations.

If you are designating a new staff person as the coordinator, you will first need to add him or her as a new coordinator before completing the previous steps. Take the following steps to add a new coordinator:

1. Select the [**Users**] button in the left navigation bar.

2. Select the [**Add New Users for Upcoming Administration**] button.

3. Enter the required demographic information.

4. In the "Roles" section:

   a. Select the [Select Organization] link. Enter at least five characters of the organization name (including spaces) or county/district/school code to generate selectable values.

   b. Select the radio button corresponding to the LEA ELPAC coordinator.

   c. Select the [**ADD ROLE**] button.

5. Select the [**CLOSE**] button on the *Save User* confirmation box.

6. Select the [**SAVE**] button when you are finished adding users.

You may also enter contact information for a technology coordinator or a special education coordinator if your LEA has staff other than the LEA ELPAC coordinator responsible for these areas. This contact information will be used to ensure these coordinators receive any communications specific to technology or special education. As ELPAC transitions to a computer-based assessment in 2019–20, your technology coordinator will be an important contact in ensuring the computer-based assessments run smoothly. Take the following steps to provide contact information for a technology or special education coordinator:

1. Select the [**CONTACT**] button.

2. View your list of existing contacts; edit or delete as needed.

3. Select the [**CREATE CONTACT**] button to create a new contact.

4. Select *Technology Coordinator* or *Special Education Coordinator* in the *Contact Type* drop-down list.

5. Enter the contact information.

6. Select the [**SAVE**] button.

7. Repeat these steps to enter contact information for another technology coordinator or special education coordinator.

LEA ELPAC coordinators for 2018–19 also received a notification about the coordinator designation process and can assist you with setting up your TOMS user account.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
Email: caltac@ets.org
Websites: http://www.caaspp.org and https://www.elpac.org