How to Regenerate Credentials for Student Information System Vendors

To maintain security, credentials must be regenerated every year (365 days) to continue seamless electronic distribution of Student Score Reports (SSRs). Credentials can be reset at any time to restart the 365-day expiration. Email reminders will be sent two weeks, one week, three days, and one day prior to expiration of the credentials, until credentials are regenerated. In addition, a notification on the Test Operations Management System (TOMS) Dashboard will appear 14 days before the credentials expire and will remain until credentials are regenerated.

1 Navigate to https://www.caaspp.org or https://www.elpac.org.

2 Log on to TOMS.

3 Select the **Credentialing** tab.

4 Select the box to authorize Educational Testing Service in the "Authorization to Release Student Data to Vendors" section to provide the Student Information System (SIS) vendor(s) with access to SSRs.

5 Select the **Regenerate Credentials** button.

6 After reading the pop-up warning, select **Yes** to confirm that it is your responsibility to share the new credentials with your student information system vendor.

7 Select the **Show Secret Key** button to display the characters in the Secret Key field.

8 Securely provide the User Name and Secret Key to your vendor. Doing so gives this vendor access to your local educational agency's SSRs.

i *If regenerating credentials that have not yet expired, the existing credentials will expire in 24 hours after regenerated credentials have been created.*

i *The same credentials are used for both California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) TOMS. Coordinators should work closely together on this process so as not to override each other's generated credentials.*