

# How to Log Into the Data Entry Interface (DEI)

- 1 Navigate to <https://www.elpac.org>.
- 2 Select the **Data Entry Interface and Teacher Hand Scoring System** button.
- 3 Select the **Data Entry Interface (DEI)** button.
- 4 Log on to the Test Operations Management System (TOMS) with your username and password.
- 5 Enter the student's first name in the **Student First Name** field and the student's Statewide Student Identifier (SSID) in the **SSID** field.
- 6 Select the **Sign In** button.
- 7 Verify the student's personal information.
- 8 Select the **Next** button.