

Designation of Test Site Coordinators Online Contacts Form

Attachment A

-	
1.	Open a browser and go to <u>www.sandi.net/staff/</u> .
2.	Click Login at the top of the screen and enter your employee number and DWA password.
3.	Ensure that you are logged in by verifying that your employee number is displayed at the top of the screen.
	INSIDE Unified [Employee Portal]
	Navigate to the Contacts Form
4.	Select Departments and click on Research and Evaluation.
5.	Select Staff- My Responsibilities under Quick Links. Staff — My Responsibilities
	Update Data Contacts
6.	a. Click on View Users to designate/update the test site coordinator for the desired testing program.
	CAASPP Test Site Coordinator <u>View Users</u>
	The primary contact oversees the schools' coordination, training, administration, and security of all CAASPP tests, including CAA, CAST, and SBA.
	b. To delegate the task of completing the online form, click on Contacts Form .
7.	For each applicable testing program on the Contacts Form , select a name from the Staff List and click Assign . If needed, go to Manage Staff List to add or remove staff from the schools' Staff List .
	Update Area Contact
	Primary Contact
	To change the Primary Contact, select a name from Staff List and click Assign. Staff List:
	Manage Staff List
	Delete staff Add staff