

## Updating Corporation Test Coordinator (CTC) Information – CTC Updates & Additional Staff Access to TCC

Superintendents and Nonpublic/Charter/Choice School Principals are responsible for ensuring that CTC information is updated within DOE Online, and they may designate the CTC to enter/update/verify the information.

### “Additional Staff Member Access to TCC” Tab

Important assessment-related details, including CTC listserv messages, are posted in the IDOE – Test Coordinator Corner Learning Connection Community, referred to as the Test Coordinator Corner, or TCC. An additional staff member may access the TCC in Learning Connection. You are welcome to identify an additional staff member and include contact information for this staff member via the designated tab in DOE Online.

### **Instructions for registering a new CTC / updating an existing CTC in DOE Online or identifying an additional staff member (besides the CTC) to access the TCC:**

**Steps to follow if you already have a DOE Online account:**

Step 1: **Login** to [DOE Online](#) with your username/password.

Step 2: Under Assessment, **go to** Test Coordinator Contact.

Step 3a: **Enter/update/verify** the CTC information in the **CTC tab**.

Step 3b: **Enter/update/verify** the information in the **Additional Staff Member Access to TCC tab**: Please provide the contact information for the staff member (in addition to the CTC) that you would like to have access to assessment information available in the Test Coordinator Corner (TCC) community in Learning Connection.

Step 3c: **Review the Assurance Section**.

Step 4: **Click submit** to agree to the assurances and verify/update all information, even if there is no change from the previous year, so that we know the information is current. **Pressing submit will indicate the date modified.**

**Steps to follow if you DO NOT have a DOE Online account:**Step 1

**Alert your DOE Online System Administrator** (a staff member in your school/corporation) that you will be requesting access to the *Test Coordinator Contact* tab of DOE Online in order to enter CTC contact information.

Step 2

**Request the role of “Assessment Test Coordinator”** by completing the “Account Request Form” at <http://www.doe.in.gov/help/doe-online-help/doeonline-roles>. Upon submitting the form, you will receive an email confirming the submission. [NOTE: Superintendents/Choice School Principals should request the role of “**Corporation Administrator**” in this step.]

Step 3

**Your DOE Online System Administrator approves your request** to access the *Test Coordinator Contact* tab of DOE Online.

Step 4

**Upon approval, you will receive an email with a username/password.** The email will come from “noreply@doe.in.gov” confirming your access to the *Test Coordinator Contact* tab. (Be sure to add the <mailto:noreply@doe.in.gov> address to your address book/safe sender list.)

Step 5a

**Enter/update/verify** the CTC information in the **CTC tab**.

Step 5b

**Enter/update/verify** the information in the **Additional Staff Member Access to TCC tab**: Please provide the contact information for the staff member (in addition to the CTC) that you would like to have access to assessment information available in the Test Coordinator Corner (TCC) community in Learning Connection.

Step 5c

**Review the Assurance Section.**

Step 6

**Click submit** to agree to the assurances and verify/update all information, so that we know the information is current. **Pressing submit will indicate the date modified.**

Step 7

Anytime you need to make a change to the information on one or both tabs (e.g., name, contact information, shipping address), log into [DOE Online](#) and follow the directions above in “Step 5.”



**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

*Working Together for Student Success*

***For questions about your current account, such as usernames/passwords and the appropriate permissions, please contact your local DOE Online System Administrator.***

***For other questions regarding DOE Online, please contact <https://help.doe.in.gov>.***