Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

2022-2023 Updating Corporation Test Coordinator (CTC) Information

Superintendents and non-public, charter, and Choice school principals are responsible for ensuring that CTC information is updated within DOE Online as the contact for statewide assessment information and updates. Administrators may also designate the CTC to enter, update, and verify their information.

- **CTC**: This is the primary contact between the Indiana Department of Education's (IDOE's) Office of Student Assessment regarding training requirements, assessment deadlines, and receiver of Monday's assessment listservs.
- **Additional Staff Member Access to Test Coordinator Corner (TCC) tab in DOE Online**: Important assessment-related details, including listservs, are posted in the Moodle TCC. Corporations and non-public schools may identify an additional staff member to receive access to this information in DOE Online.
- **School Test Coordinator (STC)**: This role is determined at the school level within corporations and should receive listserv and training guidance directly from the CTC. This role does not require designation in DOE Online.

Steps if you already have a DOE Online account:

1. Log in to **DOE Online** with your username/password.

2. Under the '**Assessment**' tab select '**Test Coordinator Contact**'.

3. Enter, update, and verify the CTC information in the CTC tab.

   a. Enter, update, and verify the Additional Staff Member Access to TCC tab.

4. Review the Assurance section.

5. Select submit to agree to the assurances and verify all information, even if there is no change form the previous year. This tells IDOE that information is current and correct. Selecting submit will indicate the date information was modified.

Steps if you DO NOT have a DOE Online account:

1. Contact your **DOE Online System Administrator** (staff member within your school/corporation) that you will request access to the Test Coordinator Contact tab of DOE Online to enter CTC contact information.

   a. More information on DOE Online roles can be found here.

2. The CTC should request the role of '**Assessment Test Coordinator**' by completing this form. You will receive confirmation once the form is submitted.

    a. Corporation superintendents/non-public school principals should request '**Corporation Administrator**' as needed using this form. This role allows them to assign the CTC role.

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

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.

6. Log in to **DOE Online** with your username/password.

7. Under the '**Assessment**' tab select '**Test Coordinator Contact**'.

8. Enter, update, and verify the CTC information in the CTC tab.

    a. Enter, update, and verify the 'Additional Staff Member Access to TCC' tab.

9. Review the Assurance section.

10. Select submit to agree to the assurances and verify all information, even if there is no change form the previous year. This tells IDOE that information is current and correct. Selecting submit will indicate the date information was modified.

Anytime changes are required for assessment (e.g., name, contact information, shipping address), log into DOE Online and follow the directions beginning in step five.

For questions regarding your current DOE Online account, including usernames/passwords and the appropriate permissions, please contact your DOE Online System Administrator.

For additional questions regarding DOE Online, please submit an IDOE Technical Support Ticket.