



Campus Test Coordinator (CTC) Access Procedures to Texas Training Center for STAAR-ALTERNATE & TELPAS (2012-2013)

As discussed in the CTC Orientation trainings, CTC's will use the Texas Training Center website to access training certificates, view the status of teacher trainings, and generate reports & rosters for STAAR-Alt teachers and TELPAS raters and verifiers. Teacher participation in these online trainings are monitored by TEA through the Texas Training Center website.

REGISTRATION STEPS:

1. **If you are NEW:** (Never registered on this site as a teacher/CTC)
 - Log onto Texas Training Center website: <https://texas.pearson.desire2learn.com/>
 - You will need to complete New User Registration by clicking on the "Self-Registration" link
 - Enter your Training Center Site Code: **staaralt1213** or **telpas2012** (subject to change)
 - Complete the registration form
 - When you get to the part that reads "**ADDITIONAL ROLE AUTHORIZATION**" make sure to check the box entitled **Campus Coordinator**
 - Click on the "**Submit**" button to continue
 - Confirm registration details
 - Click on the "**Finish**" button to complete your registration

Once you have submitted your request, **Julia Amponsah-Gilder** from the HISD Student Assessment department will be notified. She will then give you authorization to have access as a CTC for you to look up your teachers STAAR-ALT/TELPAS history and Campus Reports.

2. **If you have ever served as a STAAR-Alt teacher and/or TELPAS rater/verifier,** you should already have access to the Training Center website:
 - You will be able to use the same username and password that you created previously; however, you will now need authorization as a CTC in order to view teachers STAAR-ALT/TELPAS history and campus reports.
 - In this case, please e-mail **Julia Amponsah-Gilder** (jampona@houstonisd.org) informing her that you need CTC authorization. An e-mail will be sent to you letting you know that you have been authorized as a CTC.

3. **If you have changed campuses since last year:**

- You will need to update your profile using the “**My Info**” tab on Texas Training Center website

4. **If you have forgotten your username and/or password:**

- Click on “**login help**” on the home page of the Texas Training Center website and follow the steps on the screen. Please note that every year you must use the same username and password. **Do not create a new account** because your history will be removed.

Please contact the HISD Multilingual Programs department regarding TELPAS rater/verifier questions, the Special Education Services department regarding STAAR-Alternate questions, or your APA in the Student Assessment department regarding test administration/procedure questions.