

## NCLB 03-04 Attachment 2

Subject: *ParaPro* On-Line

Interested LEAs should follow these directions to participate in the Internet-based administration of the *ParaPro* test for paraprofessionals offered by ETS:

1. Begin the initialization process by navigating to <https://ibt.ets.org/optin> . When prompted, enter “**parapro**” for the user name and “**parapro\$optin**” for the password (without the quotes).

2. Once you have logged in, perform the following actions:

- Select Arizona from those available in the drop down list.
- A drop down list of available districts will appear. Select your school district. If your district does not appear, please contact the ADE at 602-542-7470.
- Click “**OK**” on the pop-up box confirming your selection (or click **Cancel** to select a different school district).
- Verify that the contact information is correct, paying close attention to the e-mail address listed. If this information is correct, click the **Enroll** button. A username and password will be sent to you via e-mail.
- If this information is incorrect, click the **Incorrect Data** button for more information.
- Once you receive your username and password you may access the secure *ParaPro* Assessment Administration Web site.
- Navigate to the secure Web site at <http://ibt.ets.org/parapro>. You will be taken to the *ParaPro* Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click on **Administration** to be taken to the School District Administrator Log-in page.
- Use the username and password you received by e-mail to login.
- The first time you login, you will see a Services Agreement. At the bottom, click **I Accept** if you accept the terms of the Services Agreement and wish to participate in the Internet-based delivery of the *ParaPro* Assessment.
- Update all required contact information on the next screen and click **Submit**.
- Click **Main Menu** link at the top of the page.
- The initialization process is now complete and you may use the *ParaPro* Assessment Administration system.
- To return to the *ParaPro* Assessment Administration Web site in the future, navigate to <http://ibt.ets.org/parapro> and use the username and password provided to you in the e-mail. You will be taken directly to the Main Menu.

3. Prepare Individual Workstations for Candidate Testing

To prepare each workstation you must download and run the INSTALLATION PROGRAM from the ETS *ParaPro* Assessment Administration Web site. This installation program will install the Sun's Java Runtime Environment 1.4 (JRE), which includes Java Web Start (JWS) as well as the ETS iBT driver.

4. Access the installation program:

- Navigate to <http://ibt.ets.org/parapro>. You will be taken to the *ParaPro* Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click **Candidate Testing** and follow the instructions on that page.
- Refer to [www.ets.org/parapro](http://www.ets.org/parapro) for technical tips.

If you have questions, please contact the *ParaPro* Project Management Team at [parapro@ets.org](mailto:parapro@ets.org).