USING THE MONTCAS ONLINE SYSTEM

ACCOMMODATIONS, IRREGULARITY REPORTS, AND MORE

MontCAS

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

WELCOME

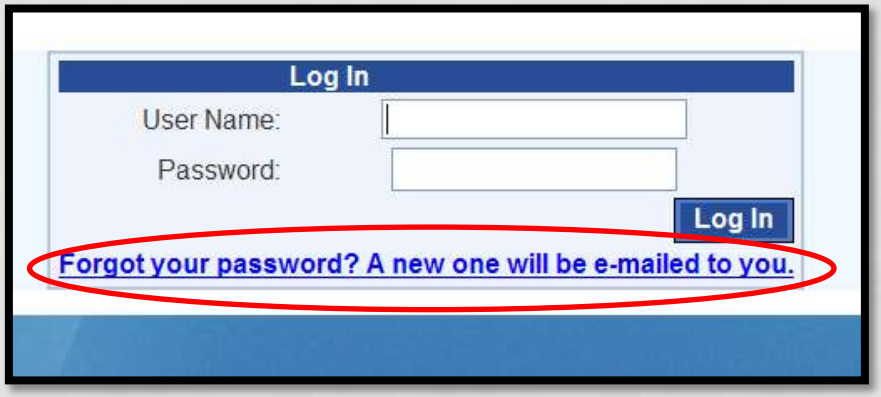
- Forms for the CRT and CRT-Alternate will now be offered online on our new MontCAS System.

- The system is for the use of test coordinators only.

LOGGING IN

- Follow the link below to the website: https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
- In order to use the MontCAS System, you have to be granted access to the site. A list of test coordinators has been sent to the site developers and usernames have been assigned.
- You username will be: **JDoe** (FirstInitial/ Lastfull)

*Note: If you are already a user with access to other applications such as MAEFAIRS, Transportation, Traffic Ed, School Discipline or Child Count, this User Name is the same as what you received for those applications – and the password will also be the same. Remember that changing your password for one application will change it for all.

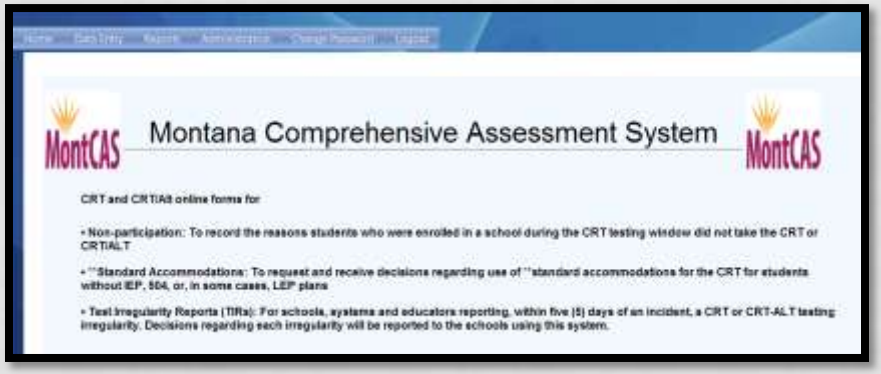


SETTING UP YOUR PASSWORD

- You will have to set up your password the first time you log in. Here's how:
  - On the Log In page, click "Forgot your Password? A new one will be e-mailed to you".
  - You will be taken to a page that asks for your Username and your email address. **This is the email address as reported to the Assessment office.*
  - A password will be sent to your email.

HOME PAGE

- Once you receive your password via email, you may log in.
- You will be taken to the home page.
  - The page currently contains information about the forms that are offered on the site.
  - Sometimes a message with important information may be posted here as well. Those messages will appear in red font color.

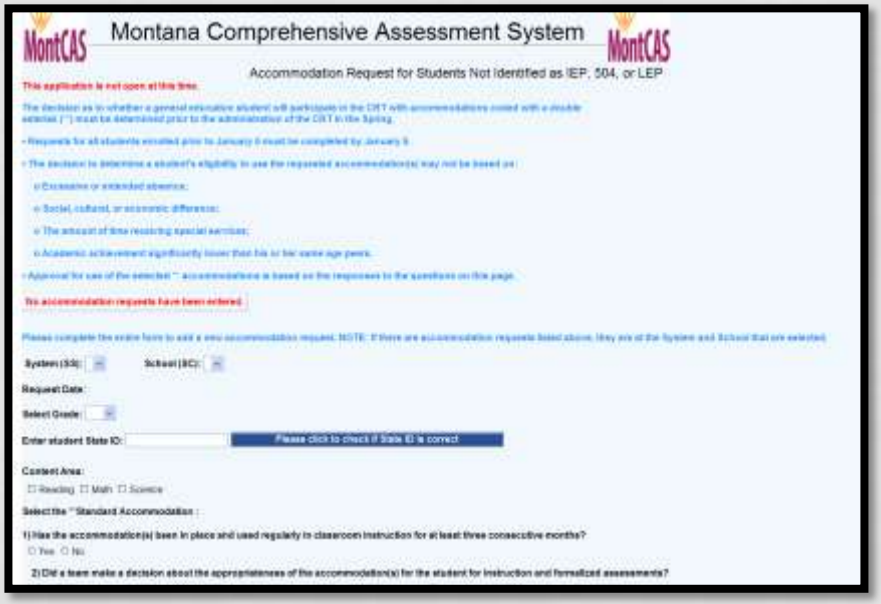


*Note: You will not see the Administration tab.

ACCOMMODATIONS REQUEST

- If you need to complete an accommodations request, drag your mouse over "Data Entry" on the menu bar across the top of the page.
- A dropdown menu will appear. Select "Enter Accommodations Request".
- The window for registering accommodations is:
  - December 20, 2012-February 1, 2013

*Note: 504/IEP/LEP students DO NOT need to be registered for standard accommodations.



ACCOMMODATIONS PAGE

- The top half of the Accommodations page contains a summary of the guidelines for using standard accommodations.
  - Review the Guidance Memo for Accommodations for more information about standard accommodations.
- The second half of the page is the accommodations form. The form must be completely filled out before you will be allowed to submit it to OPI.

COMPLETING THE ACCOMMODATIONS REQUEST FORM

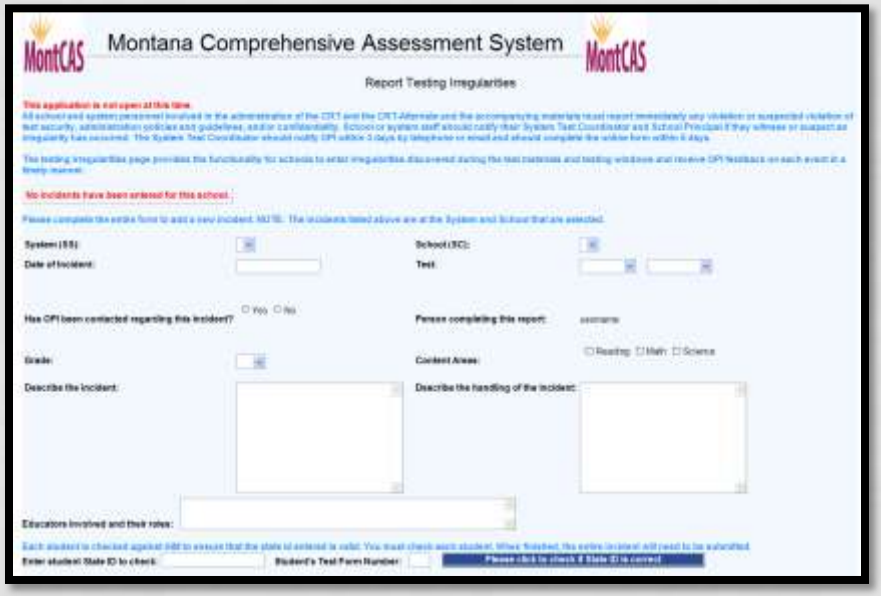
- There are a few features on this form to make its completion easier.
- You will notice that it asks for the Student ID number. You may click the blue button next to the question to verify that you have entered the correct number.
- You may notice that you do not see a list of standard accommodations. This will appear once you select which test the student needs accommodations on.

SUBMITTING THE ACCOMMODATIONS FORM

- Once you have completed the form, click the Submit button on the bottom of the page.
- You will receive an email verification that your form has been submitted, and you will also be given the option to print the request.
- Your request will be added to the "Submitted Requests" list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying "No accommodations requests have been entered".

IRREGULARITY REPORTS

- Accessing the Irregularity Report is similar to how you accessed the Accommodations Request.
- Drag your mouse over "Data Entry" and select "Irregularity Reports".
- Information about Testing Irregularities is posted at the top of the next page, and the form is at the bottom.



The window for reporting testing irregularities is Feb. 19-April 15.

COMPLETING THE FORM

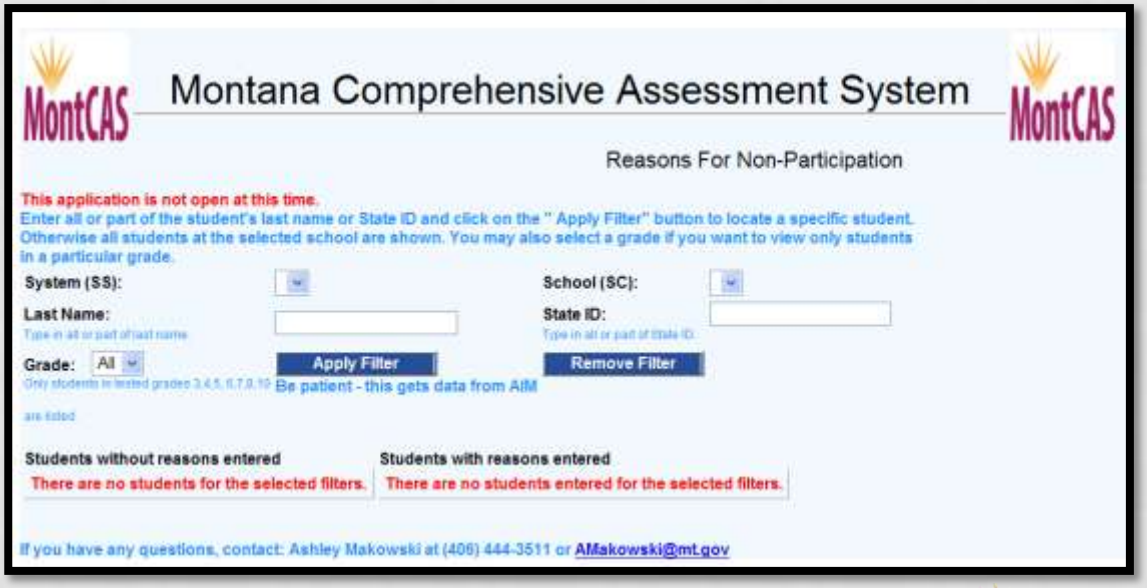
- As with the Accommodations Request, you must answer every question before submitting the form.
- Again you are able verify the Student ID.
- Once you have completed the form, click the Submit button on the bottom of the page.

SUBMITTING THE FORM

- You will receive email verification that your form as been submitted, and you will be given the option to print the request.
- Your request will be added to the "Submitted Requests" list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying "No incidents have been entered for this school".

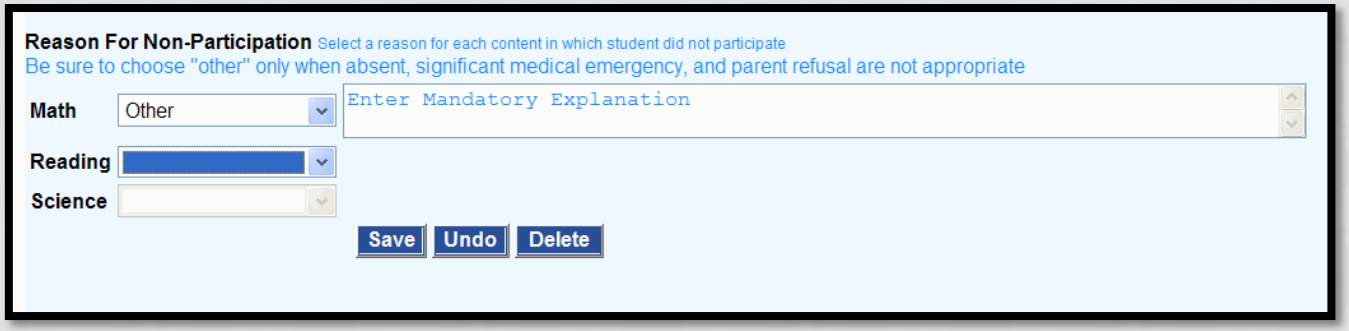
REASONS FOR NON-PARTICIPATION

- The window for reporting Reasons for Non-Participation is:
  - March 5-April 15
- Drag your mouse over "Data Entry" and select "Reasons for Non-Participation".
- You can use any of the filters to search for the student.



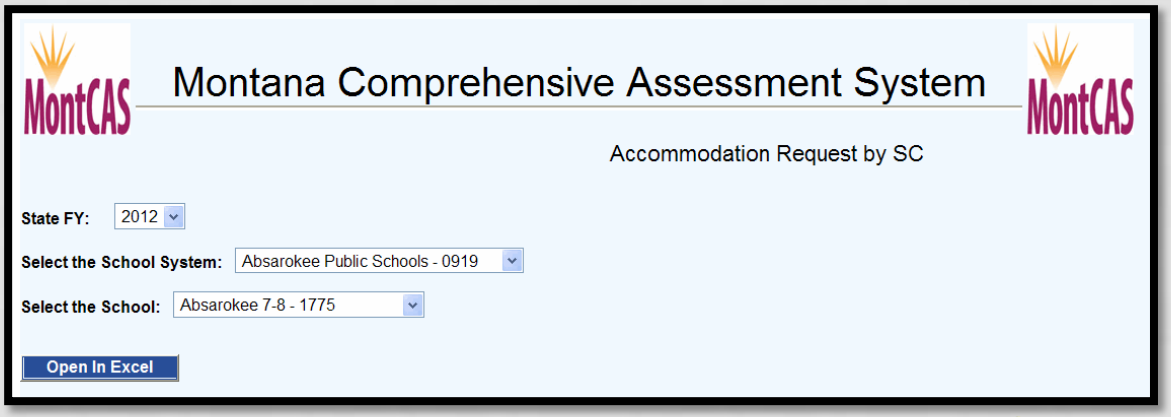
REASONS FOR NON-PARTICIPATION

- Once you select the student, you will be able to select the reason for non-participation for each test.
- When you select a reason for non-participation, you must give a mandatory explanation.



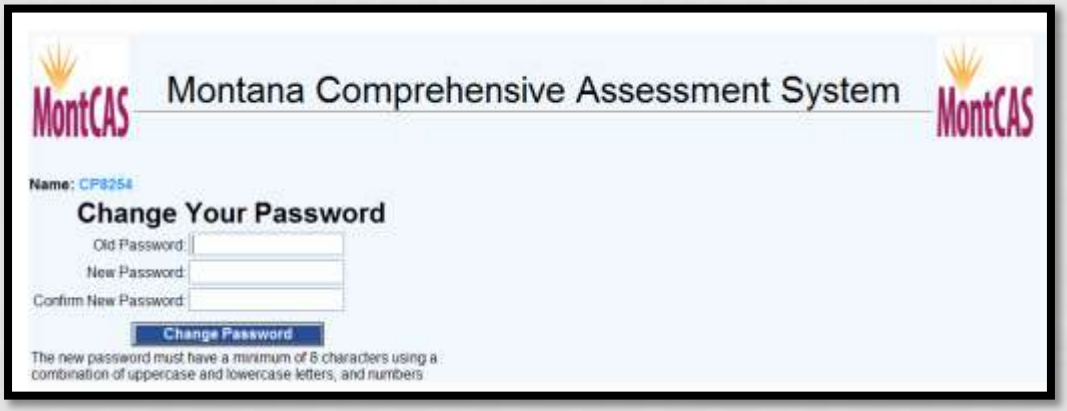
REPORTS

- If you want to view submitted reports, drag your mouse over the "Reports" tab on the top menu bar.
- You will be able to view reports for Accommodation Requests, Testing Irregularity Reports, and Reasons for Non-Participation.
- If you are the test coordinator for multiple schools or school systems, you may also look at a report that includes all of the schools assigned to you.



CHANGE YOUR PASSWORD

- You may want to change your password to something you can easily remember. Do this by clicking "Change Password" on the top menu bar.
  - Note: Your password automatically expires after 60 days. When this happens, repeat the instructions for "Setting Up Your Password".



THANK YOU!

- Thank you for using this training for the MontCAS System.
- If you have any additional questions or problem using the system, please contact:

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