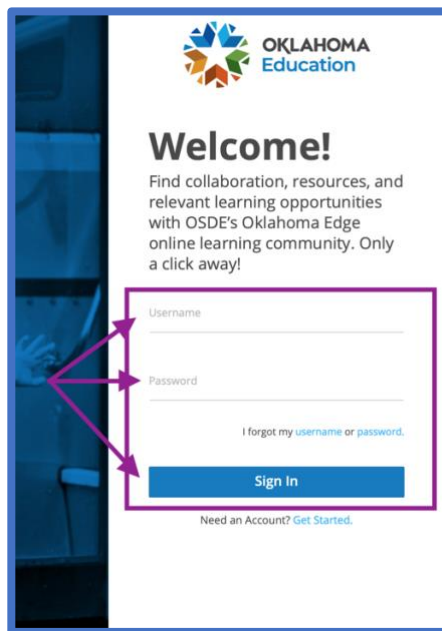


2020-2021 OSTP & CCRA

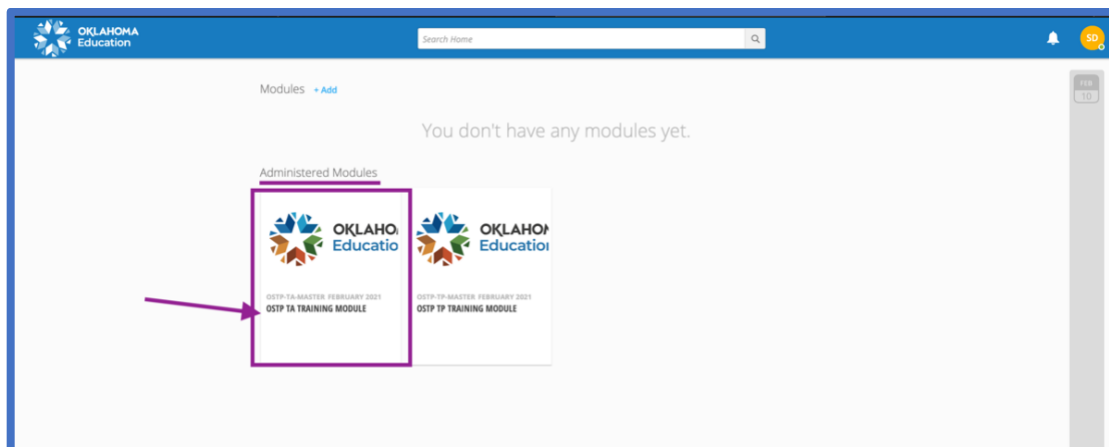
Inviting Test Administrators & Test Proctors to Enroll in a Module

This document is intended for use by DTCs

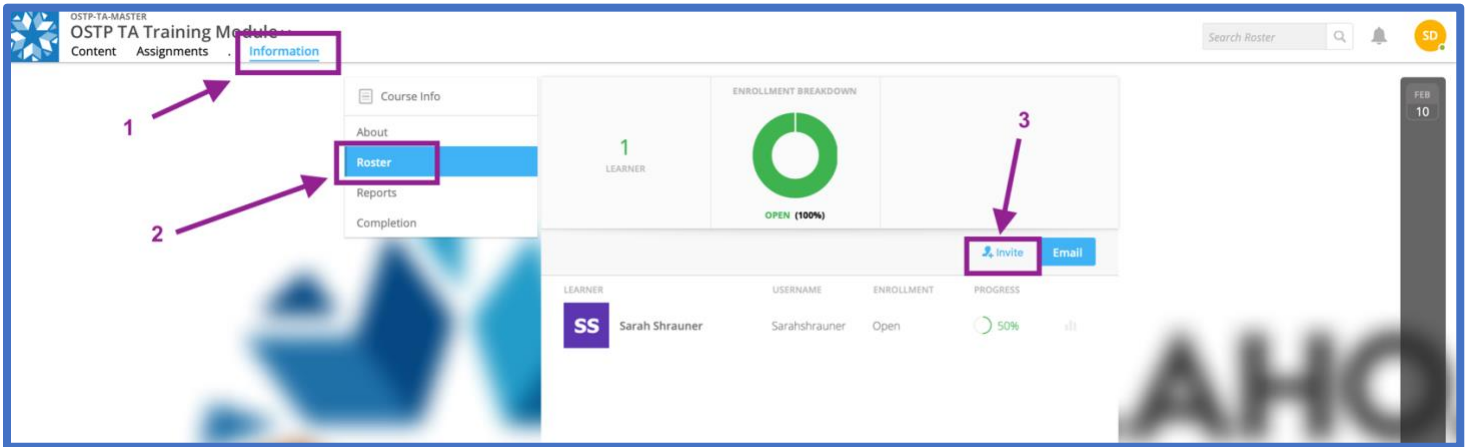
1. Go to <https://osdeconnect.ok.gov/login/>, enter your account information, and select **Sign In**.
 - If you do not have an OKEdge account, please see the [Creating an Oklahoma Edge Account](#) guide for information about creating one.



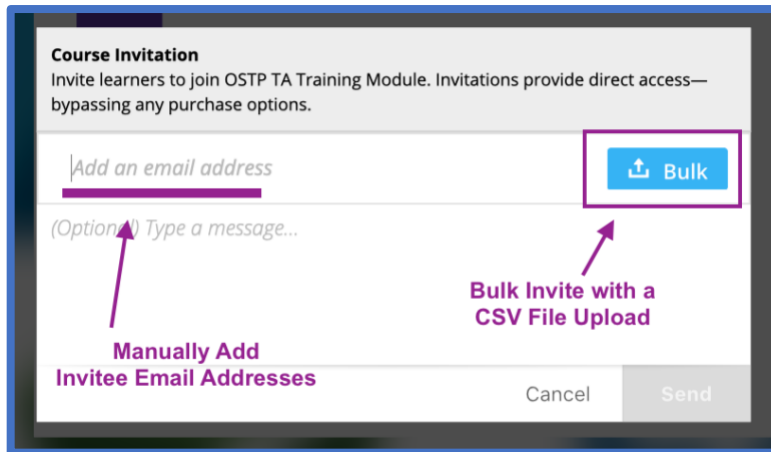
2. Under “Administered Modules,” select either the TA or TP training module for your district.
 - Your district’s modules will be titled “*District Name* – OSTP TA Training Module” and “*District Name* – OSTP TP Training Module.”
 - If your district’s modules are not listed under “Administered Modules,” please email sarah.dunn@sde.ok.gov.



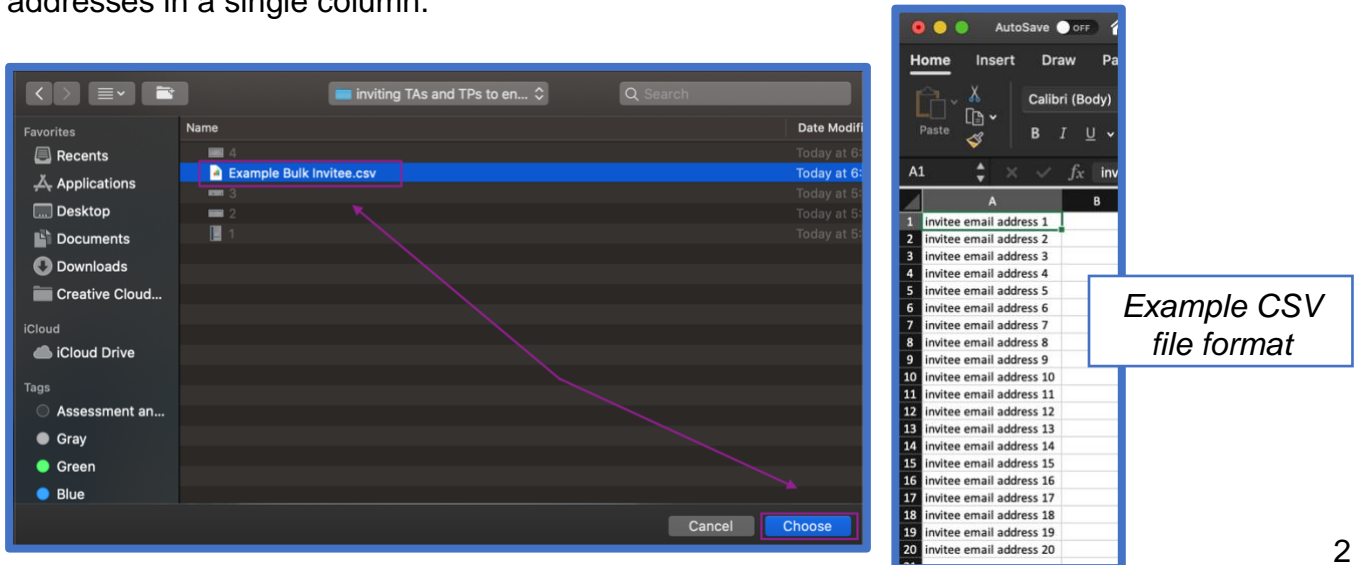
3. Within the module, select the **Information** tab > **Roster** tab > **Invite** button.



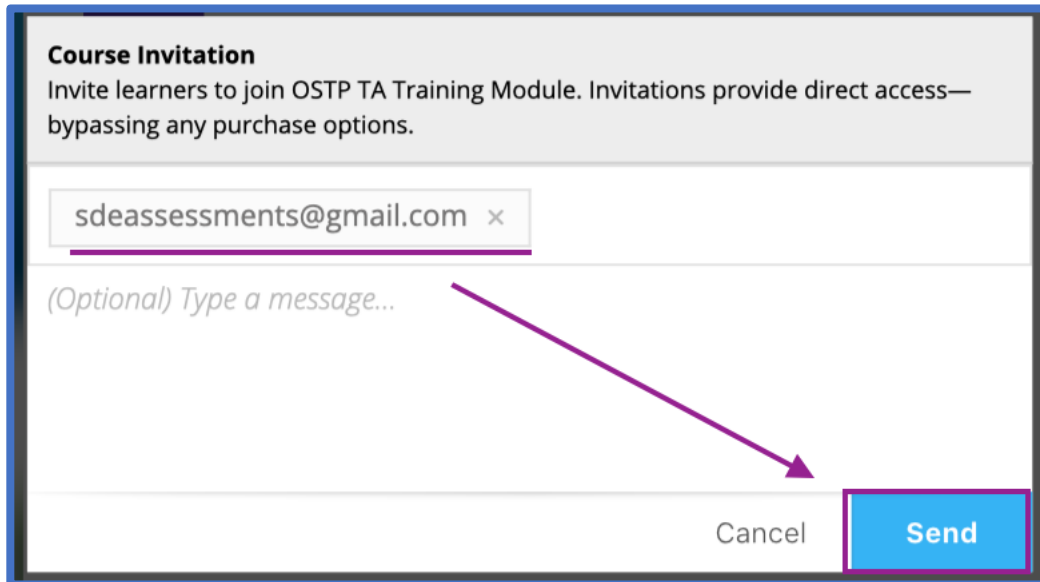
4. Within the “Course Invitation” pop-up window, you will have the option to manually add individual email addresses or bulk invite TAs or TPs with a CSV file upload.



5. In order to bulk invite TAs or TPs, you will need to upload a CSV file that lists their email addresses in a single column.

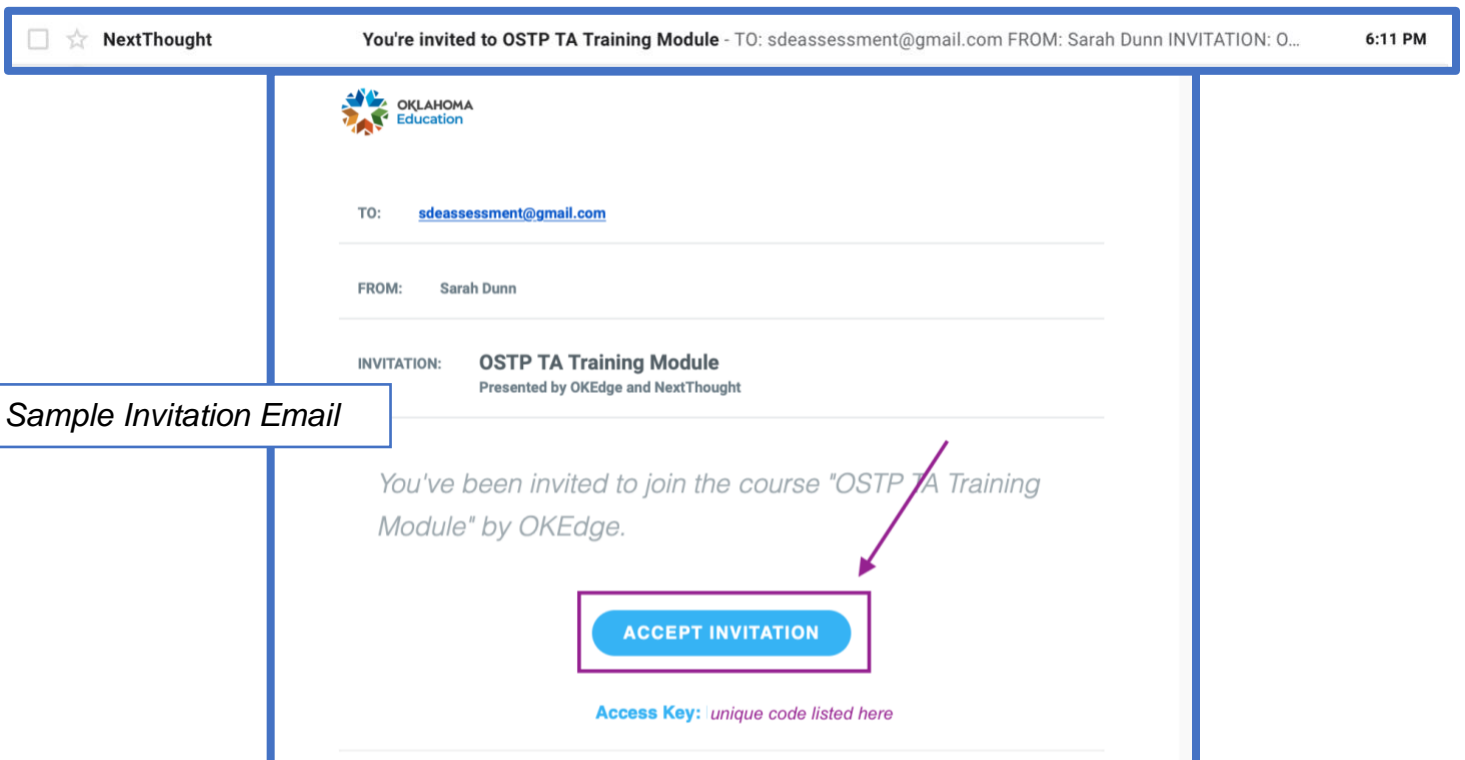


- Once you have entered the invitees' email addresses or uploaded a CSV file for bulk invites, select **Send**.



By selecting **Send**, an email will be sent to the invitees prompting them to enroll in the module. The TA or TP being invited to enroll in a module does not need an OKEdge account in order to receive the invitation email.

However, if they do not have an account, they will be required to create one in order to complete the enrollment process.



Sample Invitation Email