

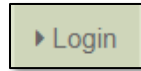


# Designation of Test Site Coordinators Online Contacts Form

## Log In

1. Open a browser and go to [www.sandi.net/staff/](http://www.sandi.net/staff/).

2. Click **Login** at the top of the screen and enter your employee number and DWA password.

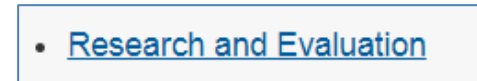


3. Ensure that you are logged in by verifying that your employee number is displayed at the top of the screen.

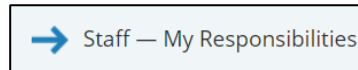


## Navigate to the Contacts Form

4. Select **Departments** and click on **Research and Evaluation**.

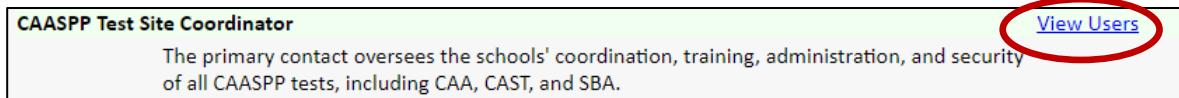


5. Select **Staff- My Responsibilities** under **Quick Links**.



## Update Data Contacts

6. a. Click on **View Users** to designate/update the test site coordinator for the desired testing program.



b. To delegate the task of completing the online form, click on **Contacts Form**.



7. For each applicable testing program on the **Contacts Form**, select a name from the **Staff List** and click **Assign**. If needed, go to **Manage Staff List** to add or remove staff from the schools' **Staff List**.

