

## COTSA—Help for Registered Users

1. Type <http://www.create4ms.org> in the address bar of the browser. Select the **PROFESSIONAL DEVELOPMENT** menu and scroll down to click on **COTSA for Teachers**.



2. Obtain your PIN number from the proctor of the assessment.

**When you know your PIN number:**

- Enter your **Last Name and PIN number**.
- Click the **LOGIN** button.

**Already A Member?**

If you have already registered, enter here for quick access:

Last name:

Pin:

**Select Assessment:**

Please choose a menu item.

Please choose a menu item.

Beginning Technology Skills Assessment

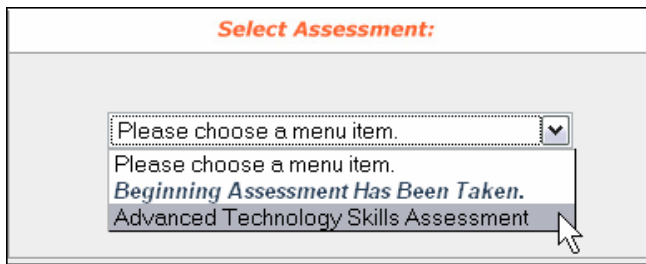
Advanced Technology Skills Assessment

5. In the box labeled **SELECT ASSESSMENT**, use the drop-down arrow to choose the **BEGINNING TECHNOLOGY SKILLS ASSESSMENT**.

6. Rate the items on a scale of 1-4 indicating your level of comfort in completing each of the skills listed. The ratings that users will select for each statement are shown in the image below.



7. Click the **SUBMIT** button once.



8. In the box labeled **SELECT ASSESSMENT**, use the drop-down arrow to choose the **ADVANCED TECHNOLOGY SKILLS ASSESSMENT**.

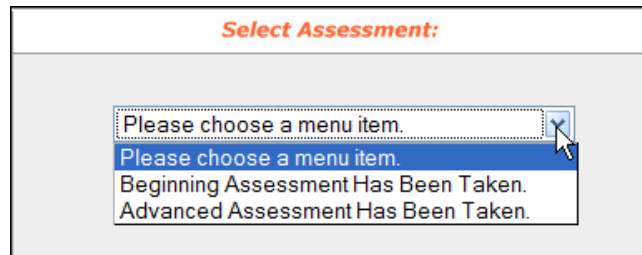
10. Rate the items on a scale of 1-4 indicating your level of comfort in completing each of the skills listed. The ratings that users will select for each statement are shown in the image below.



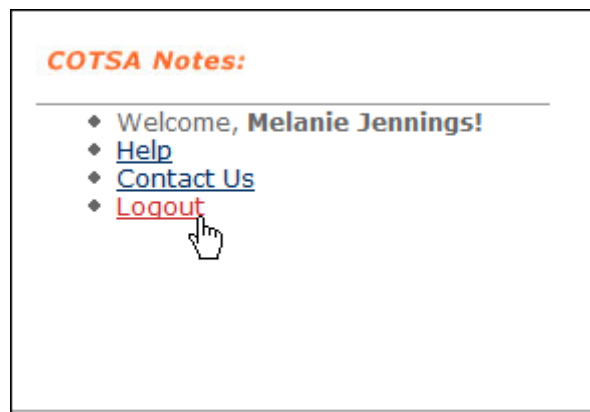
11. Click the **SUBMIT** button once.



12. In the box labeled **SELECT ASSESSMENT**, use the drop-down arrow to check to see that both surveys have been taken.



13. Click **LOGOUT** to exit the system.



**Contact Information:**

Voice: 662-325-5009

Web site: <http://www.create4ms.org>