



How to View the Status of an Unlisted Resource Request

- 1 Navigate to the [CAASPP & ELPAC Website](#).
 - 2 Select the **TOMS—Test Operations Management System** tile.
 - 3 Log on with your TOMS credentials.
 - 4 Select the **Students** tab.
 - 5 Enter the student's information or select a status from the **Unlisted Resources Status** drop-down menu.
 - 6 Select the **Search** button.
 - 7 Select the icon in the Unlisted Resources column to access the student's unlisted resources profile.
- i** *Under the Unlisted Resources column, a green icon represents the resource has been approved. A red or yellow icon indicates attention may be needed.*
- i** *All selected pre-identified non-embedded unlisted resources will automatically be approved.*
- 8 Review the information submitted under the “Other Unlisted Resources” section.
 - 9 Select the + sign for each case that is listed to view the request, the status, and any notes from the California Department of Education.
- i** *For other unlisted resource requests for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC), requesters will receive an email indicating whether the request has been reviewed or if further information is needed to process the request. Requesters are recommended to check their email settings to confirm that these emails are not being sent to the Spam folder.*
- i** *Local educational agencies may reach out to their success agent for additional support.*