

Part I: Introduction to the MCAS Portal

A. Introduction

MCAS computer-based testing uses the following components:

- the **MCAS Portal**, the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- the **MCAS Training Site**, where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- the **MCAS Student Kiosk**, the student testing platform

B. Glossary of Terms

Access Code: Test administrators will provide students with an access code that students will enter while signing in to each test.

Class: A group of students who will test at the same time in the same place. DESE recommends creating classes two weeks before testing.

Proctor Password: A proctor password is an additional security measure that is required in certain situations. The proctor password is available on the MCAS Portal Administration home page.

Scheduling Classes: Schools will need to “schedule” classes for tests in order to assign test forms and create student logins. Test scheduling becomes available one week prior to the testing window.

Site Readiness: Steps the technology coordinator will take to confirm that different device configurations at the school are ready for MCAS computer-based testing.

Student Logins: Schools will download and print student logins to provide students with their usernames and passwords for computer-based testing.

Student Registration: The process by which schools register students for tests and provide their demographic information as well as their accessibility features and accommodations.

Student Registration Data Definitions File: The data definitions file shows the data fields in Student Registration as well as the expected value for each column and any validation notes.

Validation Error: An error that occurs during the Student Registration file upload. The MCAS Portal will return a Validation Error file for any Student Registration upload that contains errors.

C. Logging in to the MCAS Portal

1. Initial Login Instructions

New for 2025–26: When a user account is created, users will receive one automated email from mcas@cognia.org.

- Users will receive one email for the [MCAS Portal](#) containing their username and a link that will allow them to create their password.
- Users will receive one email for the [MCAS Training Site](#) containing their username and a link that will allow them to create their password.

After receiving the emails, users will need to follow the links to log in to both the MCAS Portal and MCAS Training Site and set up their passwords. Note that users will need to set up passwords separately for each site; DESE recommends setting the same password for the MCAS Portal and the MCAS Training Site.

If you have not received your MCAS Portal login instructions, users may receive support as follows:

- **Test administrators and school-level technology coordinators** should contact their principal or school test coordinator for assistance.
- **Principals, school test coordinators, and district-level technology coordinators** should contact their district test coordinator for assistance.
- **District test coordinators** should contact the MCAS Service Center for assistance.

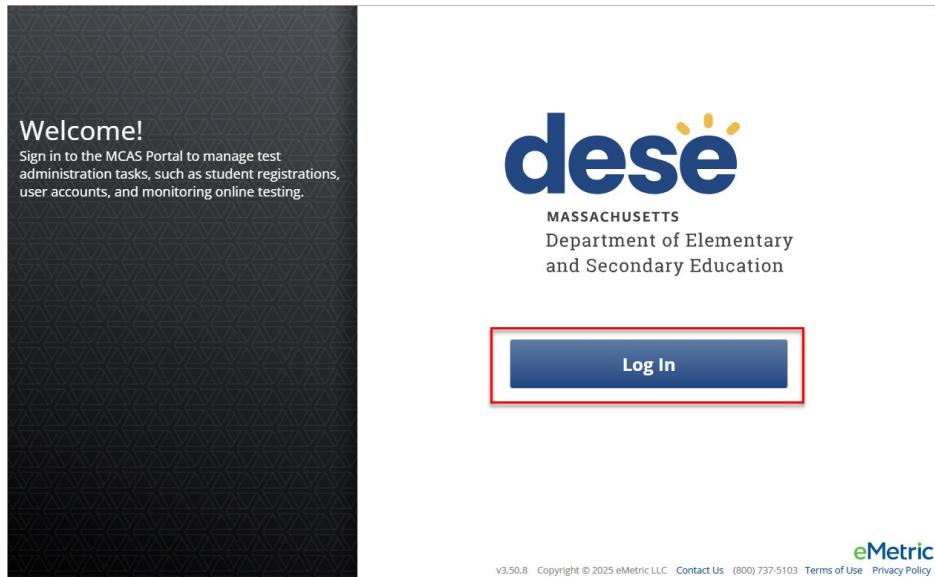
2. Password Requirements

Passwords must meet the requirements shown below. Passwords expire after 365 days. If it has been longer than 365 days since you have updated your password, you will be required to update it upon login.

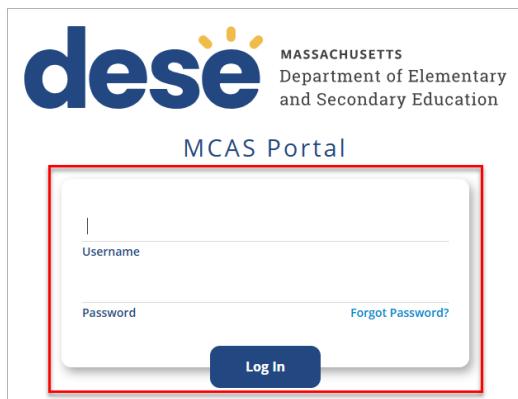
- Minimum of 12 characters, maximum of 32 characters
- One uppercase letter
- One lowercase letter
- One number
- One special character (~!@#\$%^&*()_+=-{}|[]:;'^>?)

3. Logging In

1. To access the MCAS Portal, navigate to <https://mcas.cognia.org/> (refer to the screenshot below). Click the **Log In** button to enter your username and password.



2. Type in your username and password as indicated in the screenshot below and click the **Log In** button to enter the portal.



If you have forgotten your password, select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.

D. MCAS Portal Homepage

The MCAS Portal is used to perform test administration management tasks, including registering students for testing, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

Upon logging in to the MCAS Portal, the portal homepage provides access to the following sections according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts
- **Downloads:** Used for accessing exported administration reports from the Test Scheduling page such as bulk export of student logins and export test status for all tests.

- **Administration:** Used for the following tasks:

Task	Approximate Timeline
Downloading the MCAS Student Kiosk and completing Site Readiness tasks	Fall 2025
Registering students for testing	Approximately two months prior to test administration
Assigning classes for testing	Approximately two weeks prior to test administration
Scheduling tests	One week prior to test administration
Accessing student log-in information	Two days prior to testing
Printing student test logins	
Monitoring student test status	During test administration
Placing and tracking orders for materials	Ongoing as needed

- **Reporting:** Used for accessing reports in the Download Center.

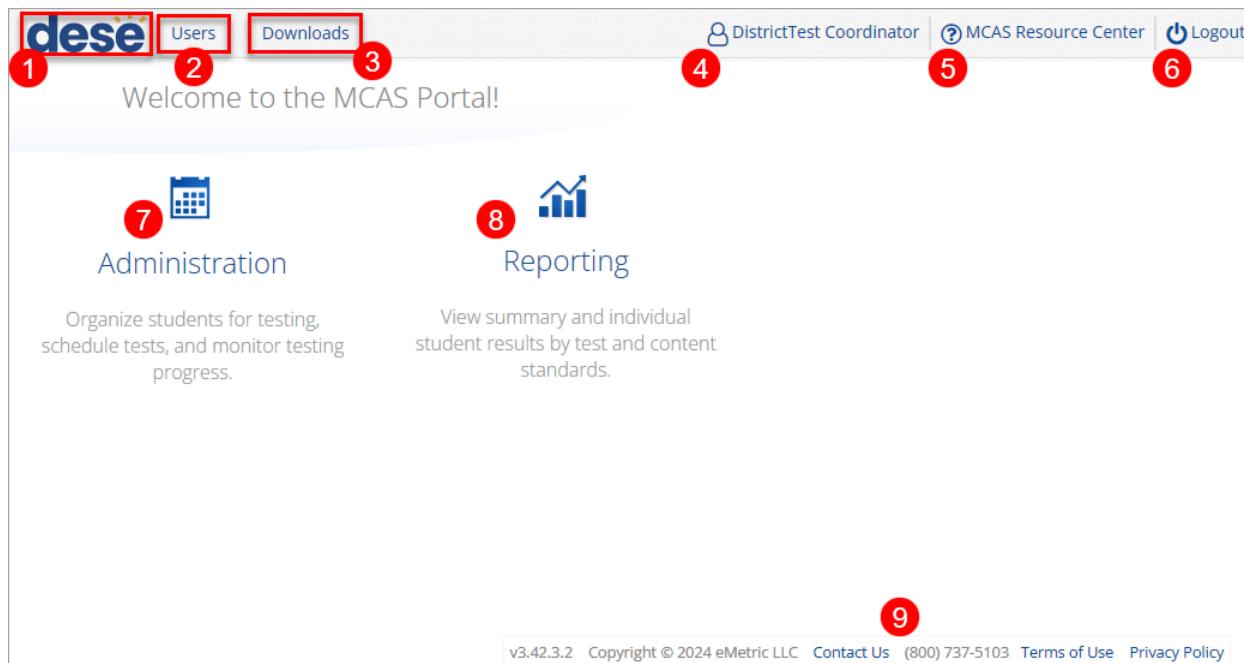
1. Navigating the MCAS Portal Homepage

In Table 1 below are descriptions of the features and sections that are available on the MCAS Portal homepage. The numbered icons listed in Table 1 below are shown in the screenshot that follows indicating the location of the feature or section on the MCAS Portal homepage.

Table 1. MCAS Portal Homepage

Icons	Description
1	Click the DESE logo in the top left corner of any page to return to the MCAS Portal homepage.
2	Click Users at the left-hand side of the top menu bar on the MCAS Portal homepage to access User Management. User Management is where MCAS Portal user accounts are created and edited. More information about user accounts and User Management can be found in Part II: MCAS Portal User Management .
3	Click Downloads to view and download large exports of student test statuses,

Icons	Description
	such as Export Test Status for All Tests.
4	Click your username in the top-right corner of the page to view your profile. This is where you can update your password. (“DistrictTest Coordinator” is the username in this example.)
5	Click the MCAS Resource Center link in the top right-hand side to access the <u>MCAS Resource Center</u> , which will open in a new tab in your web browser.
6	Click Logout at the top right-hand corner to log out of the portal. After clicking Logout , you will be prompted to then select the Logout button on the next page that appears.
7	Click Administration to access the Administration section to manage student data, order materials, assign students to classes, schedule tests, print student logins, and monitor testing status.
8	Click Reporting to access the Reporting section. Reporting is where users will access the available reports. This feature will be available later this school year.
9	Click Contact Us at the bottom of the MCAS Portal homepage to open a blank email message addressed to the <u>MCAS Service Center</u> . The phone number next to Contact Us is for the MCAS Service Center.



The screenshot shows the MCAS Portal homepage with the following features highlighted:

- 1** **dese** (Logo)
- 2** **Users** (Link)
- 3** **Downloads** (Link)
- 4** **DistrictTest Coordinator** (User icon)
- 5** **MCAS Resource Center** (Link)
- 6** **Logout** (Logout icon)
- 7** **Administration** (Icon: calendar)
- 8** **Reporting** (Icon: bar chart)
- 9** **Contact Us** (Link)

Below the navigation bar, the text "Welcome to the MCAS Portal!" is displayed. The Administration and Reporting sections are described with their respective icons and brief descriptions.

Administration
Organize students for testing, schedule tests, and monitor testing progress.

Reporting
View summary and individual student results by test and content standards.

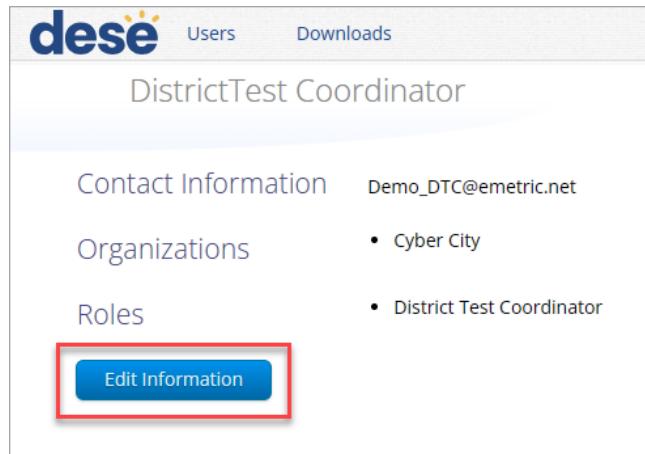
At the bottom of the page, the footer includes: v3.42.3.2 Copyright © 2024 eMetric LLC [Contact Us](#) (800) 737-5103 [Terms of Use](#) [Privacy Policy](#)

2. Update Your Profile

Your profile page displays your contact information, organization(s), and role.

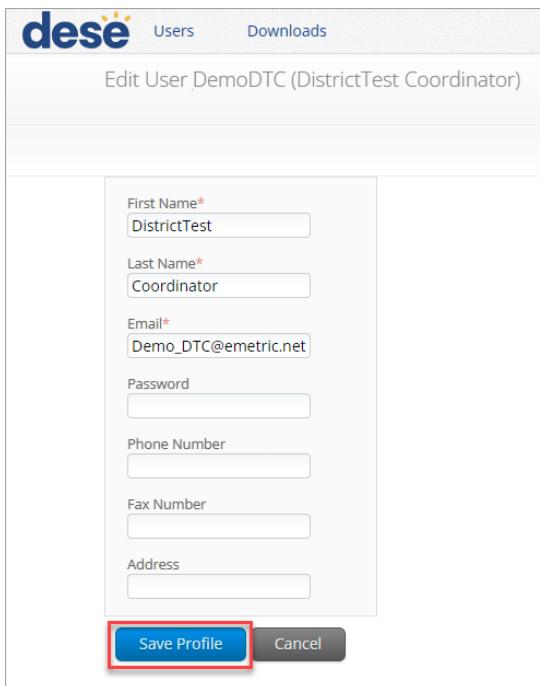
To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.



Note: If you are updating the contact information in your school/district test coordinator or district-level technology coordinator account, please ask your [District Directory Administrator](#) to update these changes in [School and District Profiles](#) as well. (Other roles are not included in School and District Profiles.)

3. Click **Save Profile** to save any changes you have made.

A screenshot of a 'Edit User' profile page. The title is 'Edit User DemoDTC (DistrictTest Coordinator)'. The page contains several input fields: 'First Name*' (DistrictTest), 'Last Name*' (Coordinator), 'Email*' (Demo_DTC@emetric.net), 'Password' (empty), 'Phone Number' (empty), 'Fax Number' (empty), and 'Address' (empty). At the bottom of the form is a blue 'Save Profile' button, which is highlighted with a red rectangular box, and a 'Cancel' button.

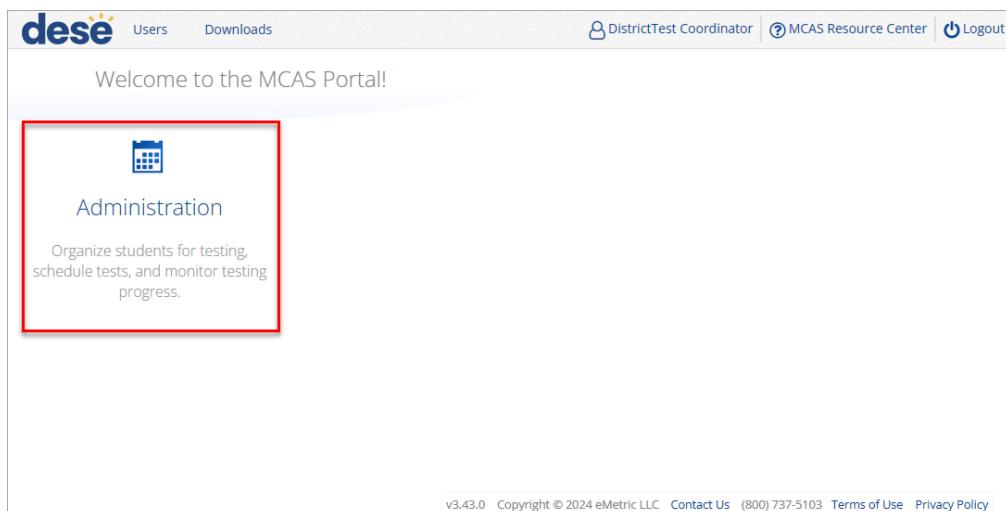
E. Administration

1. General Overview of Administration

To access the Administration section of the MCAS Portal (available to all user roles except Reports Access Only), click the **Administration** icon on the MCAS Portal homepage. Within Administration, users can complete the following tasks according to their user role.

- add and manage students
- assign students to classes
- schedule classes to tests
- access and print student test logins
- monitor student progress and test status
- track and manage additional materials orders
- download the MCAS Student Kiosk
- complete Site Readiness tasks

Refer to the User Role Permissions Matrix on pages 12 and 13 for information on which user roles are able to complete each task in the portal.

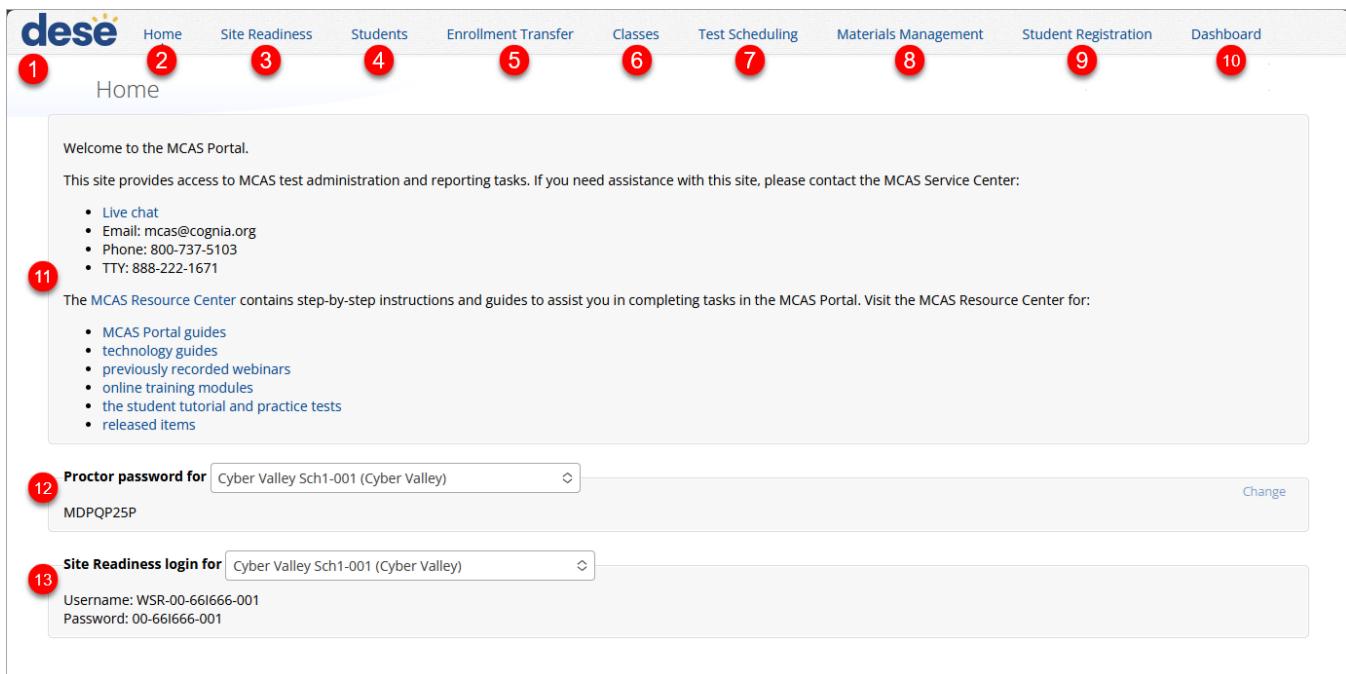


In Table 2 below are descriptions of the features that are available on the Administration homepage for Test Coordinators. The numbered icons listed in Table 2 are shown in the screenshot that follows to indicate the location of the feature.

Table 2. Administration Homepage Test Coordinator View

Icons	Description
1	To return to the portal homepage, click the DESE logo in the top-left corner of any page.
2	To return to the Administration homepage, click Home from any page in the

Icons	Description
	Administration section.
3	To review a summary of completed Site Readiness tests and certify Site Readiness as ready for student testing, click Site Readiness . For more information on Site Readiness, refer to Part IX: Site Readiness and Site Certification .
4	To add and edit student information, accommodations, and enroll or unenroll students from the school, click Students .
5	To view, request, and approve enrollment transfers for students located outside of your district, click Enrollment Transfer .
6	To view, add, and edit classes, click Classes .
7	To view and schedule tests, delete scheduled tests, print student logins, and monitor student progress, click Test Scheduling .
8	To track materials orders or order additional testing materials, click Materials Management .
9	To add or update student data via student registration upload, click Student Registration .
10	To view district and school-level testing status, click Dashboard .
11	Access to the MCAS Resource Center and information provided on the MCAS Resource Center are linked to the Administration homepage for test coordinators.
12	To view the Proctor Password for schools in your organization, select the school from the organization drop-down menu. For more information on the Proctor Password, refer to section F below.
13	To view the Site Readiness Login information for your organization, select the school from the organization drop-down menu.



F. Proctor Password

1. Purpose

A proctor password is required to be entered in the MCAS Student Kiosk during testing if one of the following four situations occurs:

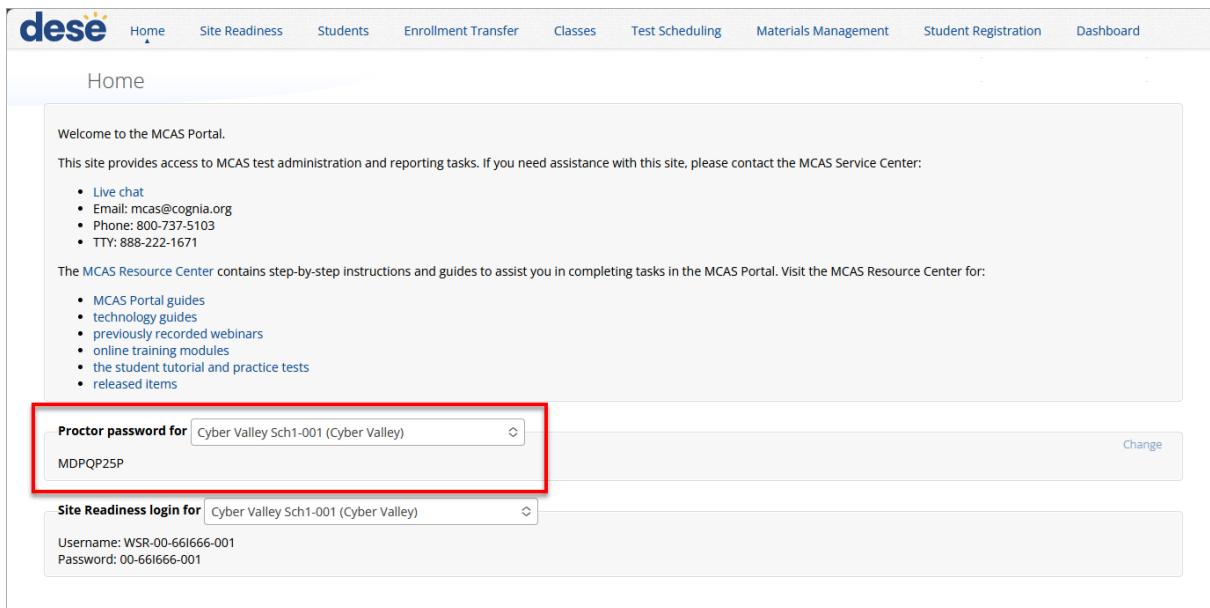
1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
2. A student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

2. Viewing the Proctor Password

District test coordinators, school test coordinators, technology coordinators, and test administrators can view the Proctor Password on the Administration homepage of the MCAS Portal. To view the Proctor Password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.

3. Scroll down to view the Proctor Password. To view the **Proctor Password** for schools in your organization, select the school from the organization drop-down menu.



The screenshot shows the MCAS Portal's Home page. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. Below the navigation bar, the page title is "Home". A welcome message says "Welcome to the MCAS Portal. This site provides access to MCAS test administration and reporting tasks. If you need assistance with this site, please contact the MCAS Service Center:" followed by a list of contact information: Live chat, Email: mcas@cognia.org, Phone: 800-737-5103, TTY: 888-222-1671. A note about the MCAS Resource Center follows. Below these sections, there are two dropdown menus. The first dropdown is labeled "Proctor password for" and contains "Cyber Valley Sch1-001 (Cyber Valley)" with a "Change" link to its right. The second dropdown is labeled "Site Readiness login for" and contains "Cyber Valley Sch1-001 (Cyber Valley)". Underneath these dropdowns, there are fields for "Username: WSR-00-661666-001" and "Password: 00-661666-001". A red box highlights the "Proctor password for" dropdown.

3. Changing the Proctor Password

The Proctor Password will be automatically updated nightly during test administration windows, but district test coordinators and school test coordinators can manually update the proctor password as needed on the Administration homepage of the MCAS Portal. Schools may choose to manually update the proctor password for security purposes (for example, if the proctor password was shared with a large number of students after a power outage). To change the proctor password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the proctor password. To view the proctor password for schools in your organization, select the school from the organization drop-down menu.
4. Click **Change** to update the proctor password.



The screenshot shows the MCAS Portal's Administration page. It features a "Proctor password for" dropdown menu with "Cyber Valley Sch1-001 (Cyber Valley)" selected and a "Change" button to its right. Below the dropdown, the current password "MDPQP25P" is displayed. A red box highlights the "Change" button.

5. Enter a new proctor password and click **Save**. The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.

Change proctor password for Cyber Valley X

Sch1-001

Enter new password: ?

The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.

Save Cancel