Already have Central Office Services (COS) configured for another testing program?

Here are the steps to configure your previously configured COS for LAS Links Online:

Instructions:

A user that has access to both another assessment on the INSIGHT platform and LAS Links Online (LLO) will need to do the steps below to add the LLO location to the pre-existing COS configuration.

1. From the LAS Links portal, click My Applications> Central Office
2. Select your existing testing program from the drop down and click Select a Site…

3. From the Site Search, type in the name or code of your district or school and click Select.

4. From the list of existing COS configuration, click the name of the COS Configuration Name to see specific details.

5. Select "Locations" tab
6. Select "LAS Links" from the testing program, and click Select a Site...
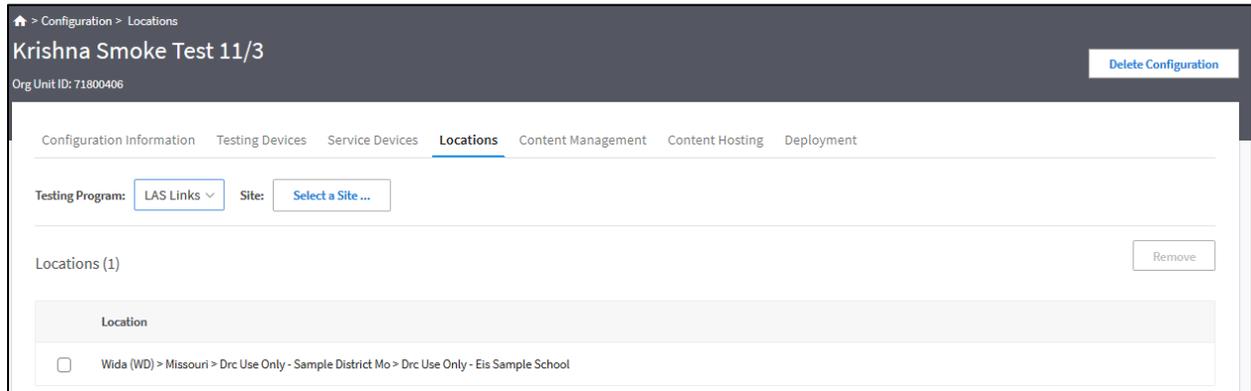
7. Enter the site name or code into the site and click Select
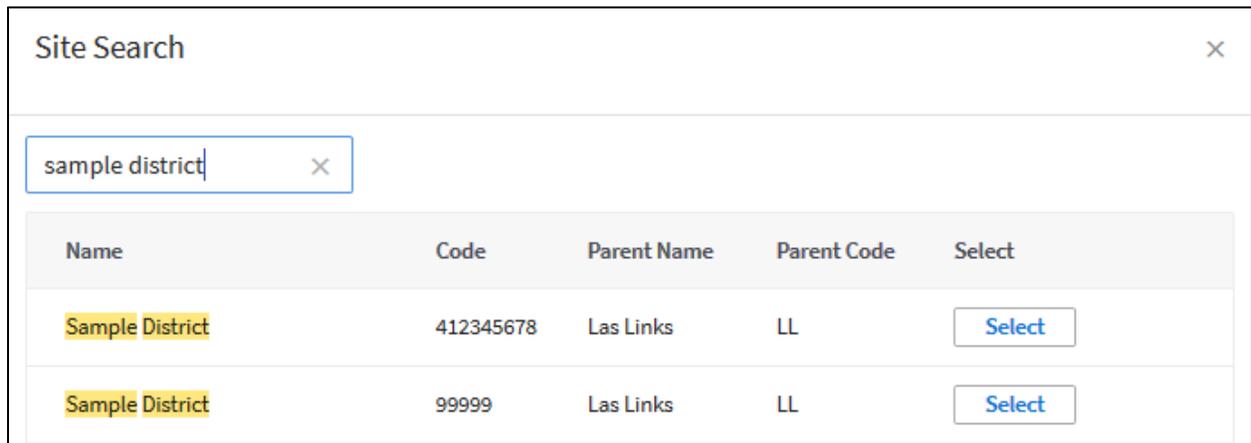
The machines associated to that COS configuration will now have access to both the other assessment and LAS Links Online.