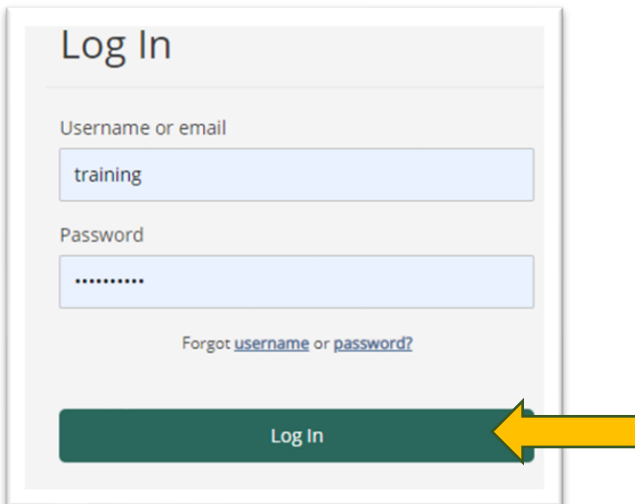


Instructions for Accessing the PIA Sandbox (Practice Environment)

The link to the shared Sandbox site is <https://pa-assessment-uat-ss0.elts.org/> To log in, type **training** in the username box and use the password **Training12345!**



Log In

Username or email

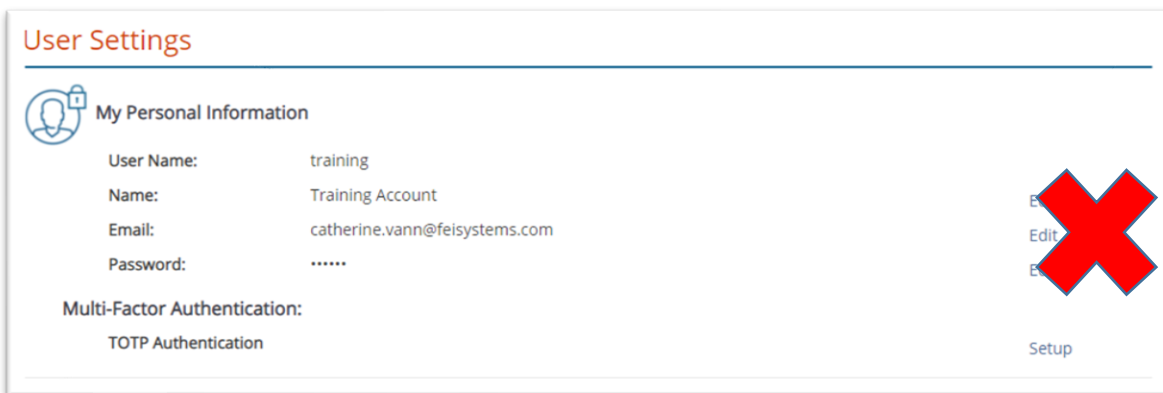
Password

[Forgot username](#) or [password?](#)

Log In

A yellow arrow points to the "Log In" button.

Click Log In. Do not edit any information under the User Settings- My Personal Information section or change the password.



User Settings

My Personal Information

User Name: training

Name: Training Account

Email: catherine.vann@feisystems.com

Password:

Multi-Factor Authentication:

TOTP Authentication

Edit

Edit

Setup

A large red X is overlaid on the Edit buttons.

Click on PIA-UAT to continue.

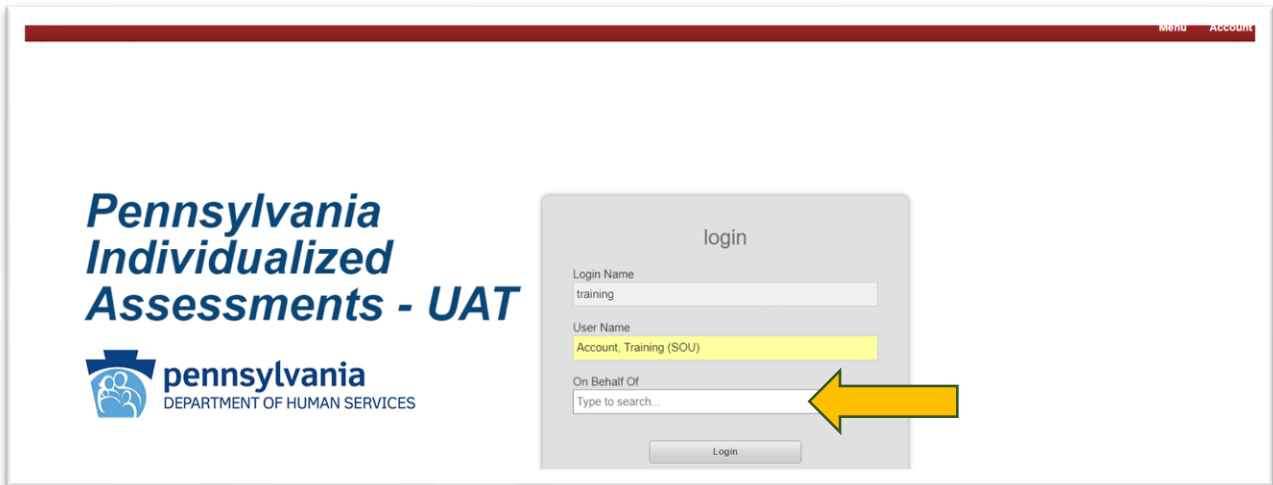


My Sites

PIA-UAT

PIA-Training

A yellow arrow points to the "PIA-UAT" button.



In the “On Behalf Of” box, start typing your AAA’s name (example: type in Experience, Inc. for all fictitious staff for Warren/Forest to appear). Select a staff name in the dropdown. Then, click Login. Each AAA has fictitious staff with supervisor and assessor access in the sandbox for role-appropriate practice.

***Caution: The top bar of the Sandbox is **RED**. RED lets you know you are working in the practice site. Do not practice creating profiles or manipulating data if the top bar is BLUE. BLUE means you are in the Live PIA database.

