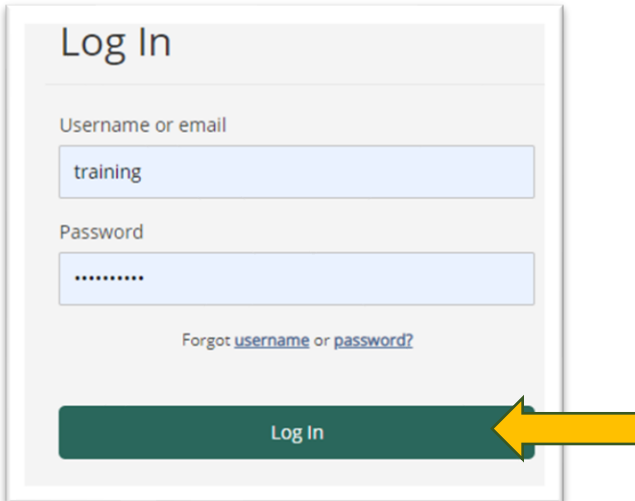


## Instructions for Accessing the PIA Sandbox (Practice Environment)

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

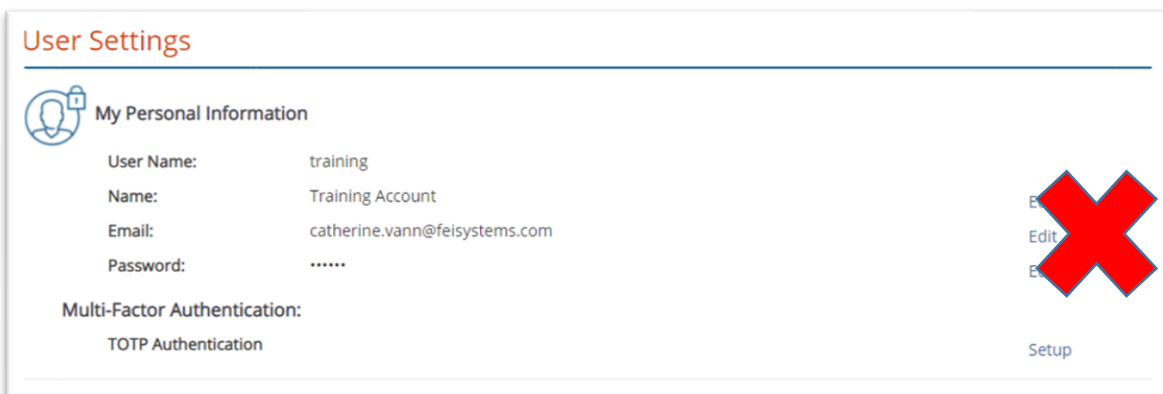


The image shows a 'Log In' form with the following fields and elements:

- Log In** (Title)
- Username or email** (Label): A text input field containing 'training'.
- Password** (Label): A password input field with masked characters '.....'.
- Forgot [username](#) or [password?](#)** (Link)
- Log In** (Button): A dark green button with a yellow arrow pointing to it from the right.

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

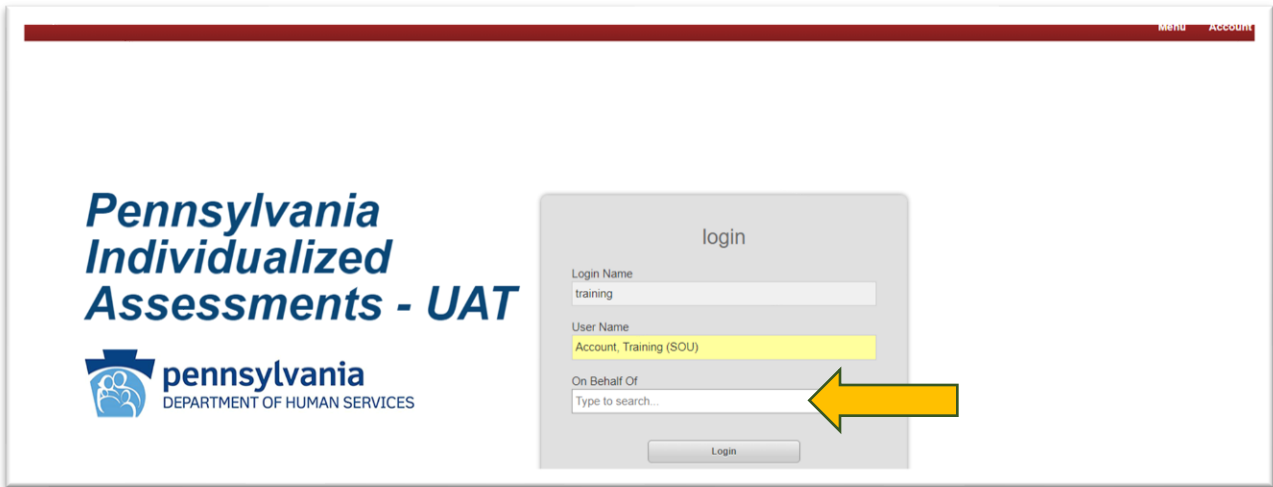
\*\*\*Please note that the User Settings user name or name area might say Training/Training Account or might have an FEI user's name. Either is okay.



The image shows the 'User Settings' page with the following information:

- User Settings** (Title)
- My Personal Information** (Section Header)
- User Name:** training
- Name:** Training Account
- Email:** catherine.vann@feisystems.com
- Password:** .....
- Multi-Factor Authentication:** TOTP Authentication
- Edit** (Buttons): Three 'Edit' buttons are visible, but they are obscured by a large red 'X'.
- Setup** (Button): A 'Setup' button is visible at the bottom right.

Click on PIA-UAT to continue.



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: Do not practice creating profiles or manipulating data if the top bar is **BLUE**. **BLUE** means you are in the Live PIA database.

