

Step 1 – Determine the Point of Contact:

- If you are a new point of contact for your district, please fill out the following form:
[Point of Contact Change Form](#)
- Once you have been added as the POC, within 2-3 business days you will receive an email that will prompt you to set up your password. The DRC Insight Portal, found at www.DRCeDirect.com, will give you access to your district’s account, as well as LAS Links Professional Learning Modules.

Step 2 - Familiarize yourself with website tabs:

- Texas Website**
 - Most (if not all) of the answers to your questions are found on our Texas Website:
www.LASLinks.com/Texas
- Customer Support**
 - Order/Technical Support contact information
- Order Forms**
 - All order forms
 - DRC Procurement Documents
- FAQs**
- Professional Development**
 - Digital Libraries- Assessment/PD information at your fingertips
 - Adding users, students, test sessions, etc.
 - Texas Tuesday Newsletters
 - Recorded Webinars
 - COVID 19 Assessment Guidance
- Remote Testing**
- Progress Monitoring**
 - Brochure
 - ELPS/TELPAS Proficiency Level Alignment
 - Interactive Reporting
- Reclassification**
- Texas ESSER**

Step 3 – Onboarding and Training your Test Administrators

- DRC will add only the POC as a user in the portal. The POC is responsible for adding additional users. Utilize these resources to add new users:
 - [Video Link: Adding Users to the DRC INSIGHT Portal](#)
 - [Guide to Adding Users to the DRC INSIGHT Portal](#)

LAS Links Online & preLAS Online Implementation Guidance

- Encourage Test Administrators to access Professional Learning courses within DRC Insight Portal found at www.DRCeDirect.com
 - Tab: All Applications → Professional Learning
- Review the resources found in the preLAS/LAS Links Online Digital Library: Professional Development → [Digital Library](#)
- Allow users the opportunity to view the LAS Links Recorded Texas Webinars: www.LASLinks.com/Texas → Professional Development → [Recorded Webinars](#)
- Continue to check www.LASLinks.com/Texas for important updates and announcements