

ASOFT Online Ordering System- LOI generator NON - PUBLIC SCHOOLS

Testing Coordinators from each school receive an invitation from their BOCES testing coordinator via email to enter an order for answer sheets. This email message (see sample below) will have a hyperlink directly to the ASOFT system and will also include your password.

Sample message

Dear Mr. Smith,

It is time to enter your school/district order for student answer sheets. Please use the link below to complete your order to Nassau BOCES. Should you have any questions please contact Eileen Sainsbury, your Nassau BOCES testing coordinator, at esainsbury@nasboces.org or (516) 832-2763.


The district/school password is the OCM ID, which is **1234**. ← **PASSWORD**

[Enter ASOFT app](#) ← **CLICK HERE TO START PLACING ORDER**

Sincerely,

Eileen Sainsbury

To Place Your Order:

- Bookmark this page so that you can return to it easily. If not, you will need to return to this page via the same email link.
- Select “New Order”
- Choose Consortium – “Independent”, District (School) Name, Version of Exam, and Save
- Click on “View Terms and Conditions” button, then the green “Agree to Terms and Conditions” button
- Click on “ADD ALL ASSESSMENTS”
- Enter Password (provided in the email invitation) and then “Log-in”
- Scroll Down to the Test Order Grid at the bottom
- For NYS 3 – 8 ELA and Math assessments, enter the number of students taking paper exams in the “Quantity Paper Based Testing (PBT)” column for each exam and the number of students taking computer based exams in the “Quantity Computer Based Testing (CBT)” column. For Science Assessments, Regents Exams, and NYSESLAT, the CBT column should be left blank.
- Hit “Save” to save the order. The order is now complete but it will still need to be confirmed and approved.
- You are able to edit your order up until the date that the order is due. This can be done by selecting the pencil icon  Edit (enter password and “log-in” to return to order.)
- If done, scroll down to the bottom and select “Send Confirmation”
- The confirmation will be sent to the person who received the invitation to order
- Scroll to top and select CONFIRMING LOI and send with payment to:

Nassau BOCES
1 Merrick Avenue
Westbury, NY 11590

Step 1 – New Order

Quick Links

New Order

Directions

Step 2 –Select Nassau Consortium

BOCES ASOFT

My Apps Home Orders Suggestions

Orders Add Order REPORTS & CHARTS

Consortium * Independent Schools

Version * Make a Selection...

Agree to Terms and Conditions *

Click Save and then add the Exams.

Step 3 – Choose your school

District Name * Make a Selection...

Approval Status

- A Fantis Parochial School
- Adelphi Academy
- Archbom School (The)
- Al-Ihsan Academy
- Al-Iman School
- Al-Madinah School
- Al-Memour School
- Allen Christian School
- Archbishop Molloy High School
- Arista Prep School
- Aristotle ACAD Three Hierarchs School
- Bais Yaakov Hs Of Spring Valley
- Battalion Christian Academy
- Bay Ridge Prep School
- Beekman School (the)
- Bethel Christian Academy
- Bethel Elementary School
- Big Apple Educational Ctr
- Bishop Ford Ctr Catholic High School
- Bishop Kearney HS
- Bishop Loughlin Memorial High School
- BLS Christian Multi-cultural
- Bronx-Manhattan SDA School
- Brooklyn Amity School

Step 4 – Select version of exam sheets requested

Version * Make a Selection...

Make a Selection...

Regents - June 2015

Assessment - 2014-2015

Step 5 –View and Agree to Terms & Conditions

View Terms and Conditions → Agree to Terms and Conditions

Step 6 - Save

Save

Step 7 – Select “Add All Assessments”

BOCES ASOFT

My Apps Home Orders Suggestions

Orders Order #42 REPORTS & CHARTS

Consortium Nassau Public District Name East Meadow UFSD

Version Assessment_2014-2015 Approval Status

Agree to Terms and Conditions

Order saved

Enter Password Login

Terms and Conditions District Password 203

Add All Assessments

Step 8 – Enter your password (provided in email)

Enter Password 0000 Login

Step 9 – enter number of answer sheets requested.

Test Orders (Non-Public)

Test Type	Full Test Name	Est Qty	Exam Unit Price	Est. Ext. Price
ELA	ELA: Grade 3		6.05	0.00
ELA	ELA: Grade 4		6.05	0.00
ELA	ELA: Grade 5		6.05	0.00
ELA	ELA: Grade 6		6.05	0.00
ELA	ELA: Grade 7		6.05	0.00
ELA	ELA: Grade 8		6.05	0.00
Math	Math: Grade 3		6.05	0.00
Math	Math: Grade 4		6.05	0.00
Math	Math: Grade 5		6.05	0.00
Math	Math: Grade 6		6.05	0.00
Math	Math: Grade 7		6.05	0.00
Math	Math: Grade 8		6.05	0.00
Science	Science: Grade 4		4.26	0.00
Science	Science: Grade 8		4.26	0.00

Step 10 – when finished select Send Confirmation

Person Sent to Click to Email Now

District Coordinator Bebi Rahman Send Confirmation

Approver

Step 11– scroll to top and click Confirming LOI

Confirming LOI

Step 12– Print LOI and send with payment to:

Nassau BOCES
1 Merrick Avenue
Westbury, NY 11590