## **ASOFT Online Ordering System - LOI generator PUBLIC SCHOOLS**

Testing Coordinators from each school district 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 <u>esainsbury@nasboces.org</u> or (516) 832-2763.

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

PASSWORD

Enter ASOFT app

Sincerely,

