



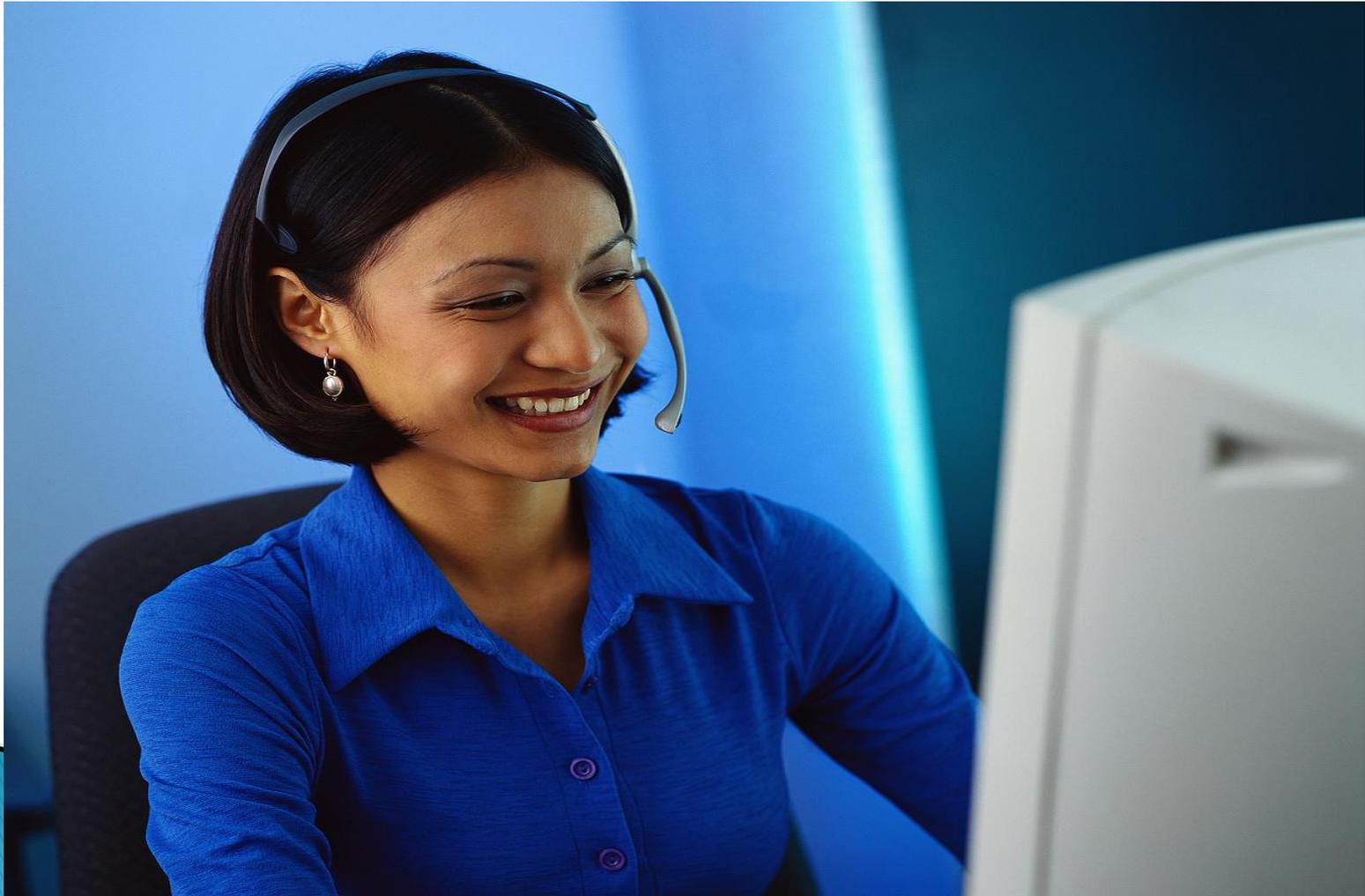
## **simplifying** human resources

Regardless of your public agency's size, type or geographical location, CODESP has the ideal web-based talent assessment tools to fit your needs. Improve candidate quality, hire more efficiently, cut costs, and boost employee performance.

# Registration Tutorial

# Registration Process:

## Go to [www.codesp.com](http://www.codesp.com)



# Go to Join CODESP

The screenshot shows the CODESP website interface. At the top, there is a navigation menu with the following items: Home, About, Join CODESP (highlighted), Resources, Test Materials, Tutorials, Training, Links, and Contact. Below the navigation, the 'Join CODESP' dropdown menu is open, listing the following options: Frequently Asked Questions, Fee Schedule for CODESP Services, Public Education-Schools Colleges, Public Agency-City Co. SpecDist, and Afterschool-Headstart Providers. The main content area features a dark blue background with the text 'ng human resources' and a paragraph: 'your public agency's size, type or ition, CODESP has the ideal web-based nt tools to fit your needs. Improve hire more efficiently, cut costs, and boost nance.' Below this text is a Facebook 'Like' button showing 20 likes. On the right side, there is a 'CATS USER LOGIN' section with a 'Login:' field, a 'Password:' field, a 'Login' button, and a link that says 'I Need Help Logging In!'.

- ▶ Click on the Fee Schedule for pricing
- ▶ Click on the type of agency and Registration Instructions

# Registration

Home About Join CODESP Resources Test Materials Tutorials Training Links Contact



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[Like](#) 20

### CATS USER LOGIN

Login:

Password:

[I Need Help Logging In!](#)

About	Products	Register for Services
<p>CODESP is a self-supporting consortium of public school districts, charter schools and college districts. We also provide services to other public agencies and afterschool programs through our subscriber program. CODESP was formed over thirty five years ago to provide a more effective and efficient central resource to develop test materials needed to hire public employees.</p> <p>By utilizing CODESP services, agencies improve their selection procedures so that they can develop valid employee test instruments to meet Federal and state employment regulations.</p> <p><a href="#">READ MORE</a></p>	<p><a href="#">Embed</a> <a href="#">Share</a> <a href="#">Email Author</a></p> <h3>CODESP Introduction</h3>  <p>1 of 36 (08:39) 00:00 / 00:41 brainshark</p>	<p>By becoming a customer of CODESP agencies can maximize staff resources by using our CODESP Automated Test System (CATS). The online test item bank includes multiple choice questions, which were developed to test applicants on their job knowledge in a variety of subject areas by the level of difficulty required. Tests can be generated in paper or online test administration format directly from a customer's desktop.</p> <p>Other products available online include: Interviews, performance examinations, writing exercises and supplemental application forms.</p> <p><a href="#">REGISTER</a></p>

## Training \ Conferences

- How to Fight Leave Abuse and Win! - 9/9/2014 - Webinar at your computer
- Competency Based HR Tools - 7/17/2014 - Poway USD - Northern San Diego County

## Alerts

# Step 1: Registration

 Before you register, go to Join CODESP located on the blue toolbar and click on either [Public Agency](#) or [Public Education](#) and read the registration instructions. If you are a previous CODESP customer, or you are not sure, contact us PRIOR to registering. An invoice will be sent to you upon registration. If you require one prior to registering, contact us. All registration questions should be directed to [codesp@codesp.com](mailto:codesp@codesp.com).

If your agency is in the middle of a registration, [click here to continue](#).

Agencies that wish to take advantage of CODESP's services must complete the following requirements:

- CODESP Registration Form
- CODESP Service Agreement
- CODESP Security Agreement
- Purchase order or check for the full amount of the fee <sup>1</sup>

Districts with  
an ADA of  
1,000 or less

If paying by purchase order, a check should follow within 45 days of start of service.

## [Click Here to Register For Full Year](#)

Service begins on July 1 and expires on June 30 each year and can be renewed annually.

**\$1,850.00**

If you have any questions, [give us a call or send us an email](#).

<sup>1</sup> Districts with an ADA less than 1,000 do not need submit payment as long as their County Office is registered with CODESP.

Always check with us to determine if your agency is already in our system. If you are, you can skip this process and complete the forms on Join CODESP.

You must provide the documents listed above.

# CODESP Registration

The CODESP Agency Contact will have the authorization to add and edit users for the agency. The Human Resource Administrator may delegate this responsibility. A login name and password will be automatically emailed to the CODESP Agency Contact after registration is completed.

## Agency Information

Agency Name	<input type="text"/> *	Address	<input type="text"/>
Agency Type	-- Select a type -- ▾ *	City	<input type="text"/>
Agency Website	<input type="text"/>	State	<input type="text"/>
Population	<input type="text"/>	Zip Code	<input type="text"/>
<i>For K-12 &amp; ROP - use ADA</i> <i>For Colleges - count all classified employees</i> <i>For all others - count all employees (minus sworn police &amp; fire)</i>		Phone	<input type="text"/>

## Human Resource Administrator

Title	<input type="text"/> ▾
Contact Name	<input type="text"/> * <small>Do not enter titles before names in Name field.</small>
Email	<input type="text"/> *
Verify Email	<input type="text"/> *
Phone	<input type="text"/> <input type="text"/> <input type="text"/> * Ext: <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>

## CODESP Agency Contact

Title	<input type="text"/> ▾
Contact Name	<input type="text"/> <small>Do not enter titles before names in Name field.</small>
Email	<input type="text"/>
Verify Email	<input type="text"/>
Phone	<input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>



# Step 2: Service Agreement



## CODESP SERVICE AGREEMENT

You will be asked to agree to the Service Agreement

Please read, acknowledge and agree to the following service agreement terms.

**Services Provided:** CODESP provides employment selection materials through our website and our online CATS system. Once the registration process is completed and payment is received your agency will gain access to the secure areas of our website and the CATS (CODESP Automated Test System) Request form to order test materials. Customers select from the test materials provided. Other services include webinars (including archived recordings) and live training, online interview and job description builders, job analysis questionnaires and online Links and Resources related to public HR.

**Payment for Services:**

Payment is due each July 1, unless you are paying for midyear services. The midyear payment option requires a 1.5 year commitment. A midyear payment is for services from January 1 – June 30. To qualify for the midyear payment option your agency must agree, by signing below, that an additional payment will be submitted by July 1 of the following year. A full-year's subscription includes July 1 – June 30. A Purchase Order can be submitted to begin services, but a check must be received within 45 days after the PO is received. Online testing services and scoring services require additional payment. Notify us if you are interested in these optional services.

**Access to the Secure Areas of the Website:**

To access the secure areas of the website, login names and passwords are required. Initially the HR Administrator, or designee, is allowed access. This individual will have the authority to add additional individuals who can access the secure area by clicking on Add/Edit Profiles after login in their agency's CATS (CODESP Automated Test System) system. Only employees of agency's HR departments who are involved in test administration should be provided with login names and passwords. Access will allow them to view your agency's test materials. The agency's HR Administrator/CATS Agency Contact, or designee, is responsible for keeping their agency's CATS Website Users and Test Proctors status up-to-date in the CATS system.

# Step 3: Security Agreement

The first time you log in you will be asked to sign a security agreement

## CODESP Registration Wizard

### Security Agreement

#### SELECTION PROCEDURE SECURITY AGREEMENT

The parties to this agreement are the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and , hereinafter known as the District. In order to protect the mutual interests of all CODESP members, each member is required to execute this agreement and fulfill its terms.

- a. Test materials obtained through CODESP will be used only for the official purposes of the District in testing candidates for employment and promotion. Under no circumstances will materials so obtained be made available for the purposes of study or publication.
- b. Test materials obtained through CODESP shall be reviewed by examiners, subject matter experts,

  I agree with the terms and conditions as stated above

I do not agree with the terms and conditions

Back

Next

# Step 4: Information Verification

Agency Information			
County	Orange	<b>Service Agreement</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
Agency	<input type="text" value="Codesp Test"/>		<b>Security Agreement</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
Address	<input type="text" value="20422 Beach Blvd."/>		
	<input type="text" value="Huntington Beach"/>		
	<input type="text" value="CA"/>	<b>Signatures On File</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
	<input type="text" value="92648"/>		
Director/Asst Supt	<input type="text" value="Marianne Tonjes"/>	<b>Paid In Full</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
Email	<input type="text"/>		
Website	<input type="text" value="www.codesp.com"/>		

Human Resources Administrator		
Title	<input type="text" value=""/>	
Name	<input type="text" value="codesp"/>	
Phone	<input type="text" value="714"/> <input type="text" value="374"/> <input type="text" value="8644"/> Ext. <input type="text" value=""/>	
Fax	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	
Email	<input type="text" value="tests@codesp.com"/>	

CODESP Agency Contact		
Title	<input type="text" value=""/>	
Name	<input type="text" value="codesp"/>	
Phone	<input type="text" value="714"/> <input type="text" value="374"/> <input type="text" value="8644"/> Ext. <input type="text" value=""/>	
Fax	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	
Email	<input type="text" value="tests@codesp.com"/>	

# Completing the Process:

- You will be returned to the registration process if you did not complete the registration process.
    - If you have not completed the Service Agreement or Security Agreement page by clicking on Yes, a message will appear. Click OK and you can continue your registration process.
  - Contact us at [codesp@codesp.com](mailto:codesp@codesp.com) for questions.
  - All registration information, **Frequently Asked Questions** and the fee schedule and documents are under **Join CODESP**
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