



LEA Points of Contact Guide

SY 2017-2018

OSSE

4/1/2017

The LEA data manager will be responsible for providing accurate information for their LEA's Points of contact. Osse and internal LEA users will be able to locate staff information such as title's and Positions at the LEA level.

Adding LEA Points of Contact

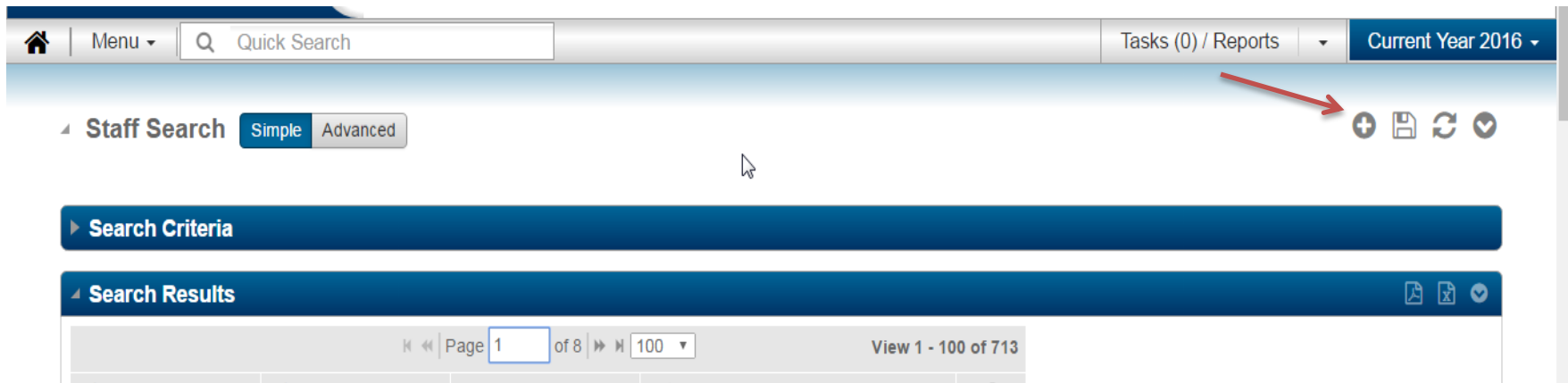
1. Go to the Quick Search box and type the word Staff.



The screenshot shows a web application interface with a search bar at the top. The search bar contains the text 'staff' and a magnifying glass icon. To the right of the search bar is a 'Tasks (0) / Reports' dropdown menu. Below the search bar, a 'Menu Results' dropdown is visible, containing two entries: 'Staff' (highlighted in blue) and 'Staff'. To the left of the search bar, there is a 'Student Search' dropdown menu. The breadcrumb path 'Administration > Registration Setup > Building' is visible at the bottom of the search results dropdown.

Adding Staff.

While in the staff page press the plus icon to take you to the duplicate staff search page



Type In last name of the staff member, press enter.

Home | Menu | Quick Search | Tasks (0) / Reports | Current Year 2016

Duplicate Staff Search

Search Criteria

Last Name *	<input type="text"/>	Social Security Number	<input type="text"/>
First Name	<input type="text"/>	Login ID	<input type="text"/>
Middle Name	<input type="text"/>		

Search Results

Next is the Staff District page.

Menu Quick Search Tasks (0) / Reports Current Year 2016

Staff District Information

General Information

Gender Female Male

Birthdate

Hispanic/Latino Ethnicity Yes No Unanswered

Race

Order*	Race	

Federal Code

Email

Login ID

Substitute Login ID

Last Substitute Date

Financials Employee Number

Building Information

Staff member has not been assigned to any buildings yet.

Class List

Staff member has not been assigned to any courses in the Master Schedule yet.

Address Information

Apartment **Complex**

House No. Prefix Street Name Type Suffix

City ZIP Code

Delivery Point

Fill in the staff information for the user. Once saved you will see the plus icon in the building information section, add user to appropriate building.

Staff District Information



Staff Information

Staff ID*	<input type="text" value="iadsioh"/>	Title	<input type="text"/>
First Name*	<input type="text" value="adfsjoi"/>	Birth/Maiden Name	<input type="text"/>
Middle Name	<input type="text"/>	Social Security Number	<input type="text"/>
Last Name*	<input type="text" value="ldjkjhadsk"/>	State Staff ID	<input type="text"/>

General Information

Gender Female Male

Birthdate

Hispanic/Latino Ethnicity Yes No Unanswered

Race

Order*	Race	
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Building Information

Staff member has not been assigned to any buildings yet.

Class List

Staff member has not been assigned to any courses in the Master Schedule yet.

Address Information

Adding Contact Type

2. On the Staff Search screen under Search Results, click on the building link to update contacts. Make sure staff are associated with the correct building. For example, click on building 2 for Rachel Ross.

The screenshot shows the 'Staff Search' interface. At the top, there are tabs for 'Simple' and 'Advanced'. Below that is a 'Search Criteria' section. The 'Search Results' section displays a table with the following data:

Staff Name	Staff ID	Building	Impersonate (TAC)	
Ross, Rachel	123	2	TEACHER3	

A blue arrow points to the 'Building' column value '2' in the first row of the table. The interface also includes pagination controls showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

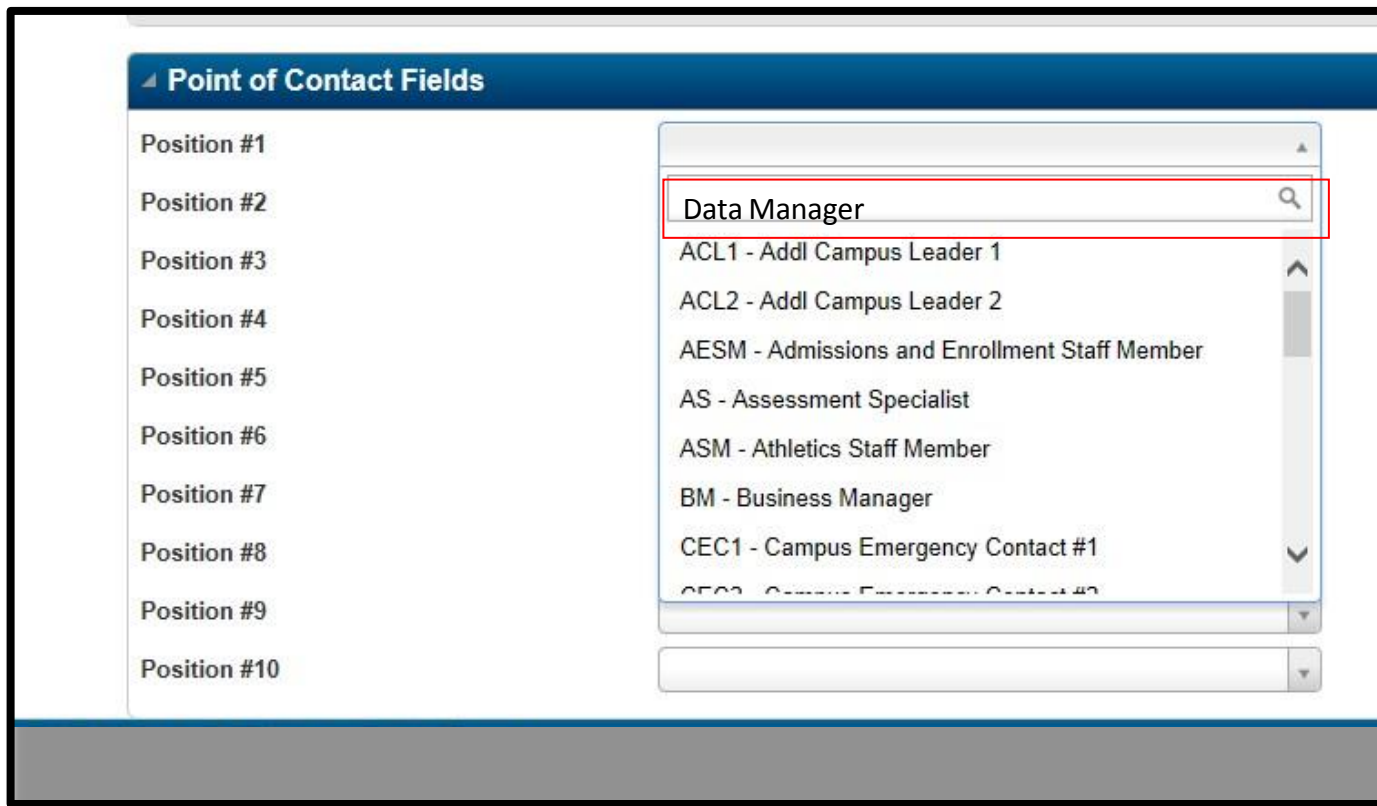
Adding Contact Type

- Once on the Staff Building Information screen, navigate to the “District Defined” section of the page and click on the hyperlink for “Points of Contact”

The screenshot displays the 'Staff Building Information' form. The 'Staff Identification' section includes fields for Staff ID (123), Staff Name (Rachel Ross), Building (1 - Lincoln High School), and Display Name* (Ross, Rachel). The 'General Information' section contains fields for Initials (RR), Phone Number, House/Team, Department, Primary Homeroom, Secondary Homeroom, Room, and Group Code. It also features checkboxes for Active, Staff Type (Teacher, Counselor, Advisor), Staff Availability (Regular Year, Summer School), Primary Building, Takes Lunch Counts, Allow Overrides, Maximum Contiguous* (0), and Maximum Per Day* (0). The 'Class Lists' section at the bottom left shows a message: 'Staff member has not been assigned to any courses in the Master Schedule yet.' The 'District-Defined' section at the bottom right is highlighted with a red circle and contains a blue hyperlink labeled 'Point of Contact'.

Adding Contact Type

4. Choose the appropriate contact type for the staff member and click Save.



The screenshot displays a software interface with a dark blue header bar containing the text "Point of Contact Fields". Below the header, there is a vertical list of ten items labeled "Position #1" through "Position #10". To the right of this list is a dropdown menu. The dropdown menu is open, showing a search bar at the top with a magnifying glass icon. The text "Data Manager" is entered in the search bar and is highlighted with a red rectangular box. Below the search bar, a list of contact types is visible, including "ACL1 - Addl Campus Leader 1", "ACL2 - Addl Campus Leader 2", "AESM - Admissions and Enrollment Staff Member", "AS - Assessment Specialist", "ASM - Athletics Staff Member", "BM - Business Manager", "CEC1 - Campus Emergency Contact #1", and "CEC2 - Campus Emergency Contact #2". The dropdown menu has a scroll bar on the right side.