

School Office Staff Checklist of Online Resources

Log on to OCS website (www.mycatholicschool.org). (Click **Staff Login** in upper right corner)

User Name: _____ Password Hint: _____

Direct questions to: OCS@seattlearch.org

My Payroll Office (UltiPro) Website: <https://n22.ultipro.com/Login.aspx?ReturnUrl=%2f>

User Name: _____ Password Hint: _____

My Applitrack Apply for job vacancies. Direct questions to: krista.harrell@seattlearch.org

User Name: _____ Password Hint: _____

My Safe Environment and Background Check: <http://www.virtusonline.org/>

User Name: _____ Password Hint: _____

My Aesop (if applicable):

User Name: _____ PIN: _____

The following list is possible responsibilities that may be delegated by the Principal.

☐ **Applitrack Admin** Post job vacancies, interview and hire: <https://phl.applitrack.com/seattlearch>

School User Name: _____ (Like: myschool-mycity)

Password Hint: _____

Direct questions to: eugenia.geisel@seattlearch.org

☐ **Aesop Admin** Substitute system activated in 2015. Sign in: [Absence Management](#)

User Name: _____ Password Hint: _____

Direct questions to: eugenia.geisel@seattlearch.org

☐ **Archdiocese Web Directory Editor (Find a school):** Annual Print deadline May 31. Update regularly.

User Name: _____ Password Hint: _____

Access www.seattlearchdiocese.org. Click on "Editor Login" (bottom right in the footer). For User information click the "Email Web Development" link under the login screen to email for User Name or password.

☐ **Safe Environment Coordinator Tasks**

Job Description: http://www.seattlearchdiocese.org/Assets/SEP/6295_JobDescription.pdf

Virtus Website: www.virtusonline.org Monthly reports, and annual report deadline May 31.

User Name: _____ Password Hint: _____

Direct questions to: sep@seattlearch.org

☐ **User Group Administrative Access (if you are a member)**

• PowerSchool (SIS) User Name: _____ Password Hint: _____

• ALMA (SIS) User Name: _____ Password Hint: _____

• Follett Destiny (Library) User Name: _____ Password Hint: _____

• ACRE (Religious assessment) User Name: _____ Password Hint: _____

Direct questions to: OCS@seattlearch.org

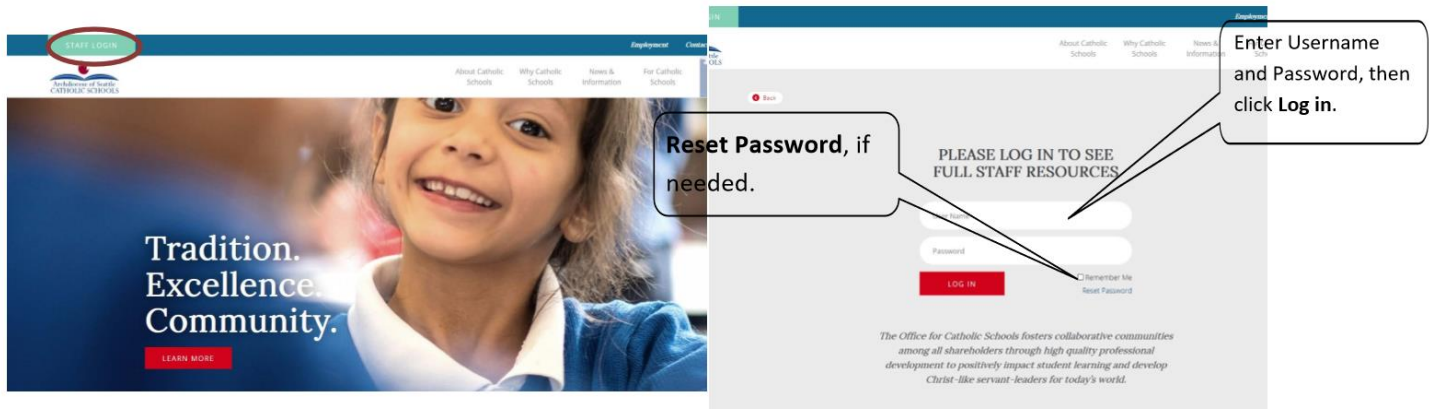
☐ **NWEA- MAP Elementary Assessment**

MARC Database User Name: _____ Password Hint: _____

DestinationPD User Name: _____ Password Hint: _____

KEEP THIS CHECKLIST IN A SAFE PLACE – Use hints for passwords

Logging on to the new My Catholic School Website:



Resource Library: Utilize the new Search feature to find what you are looking for. Can't find it? It may still be in [MyDesk](#), or call us! **(206)-382-4861**

