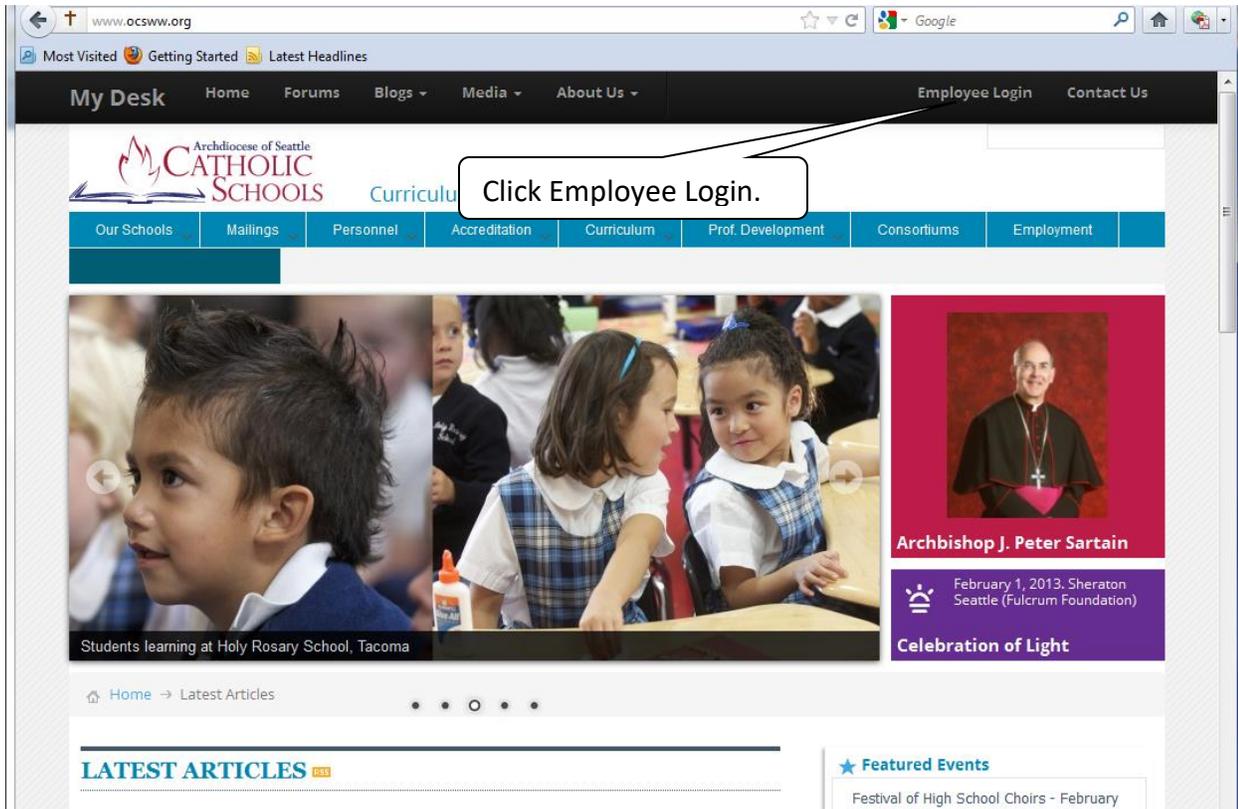


CSED Editing Tutorial

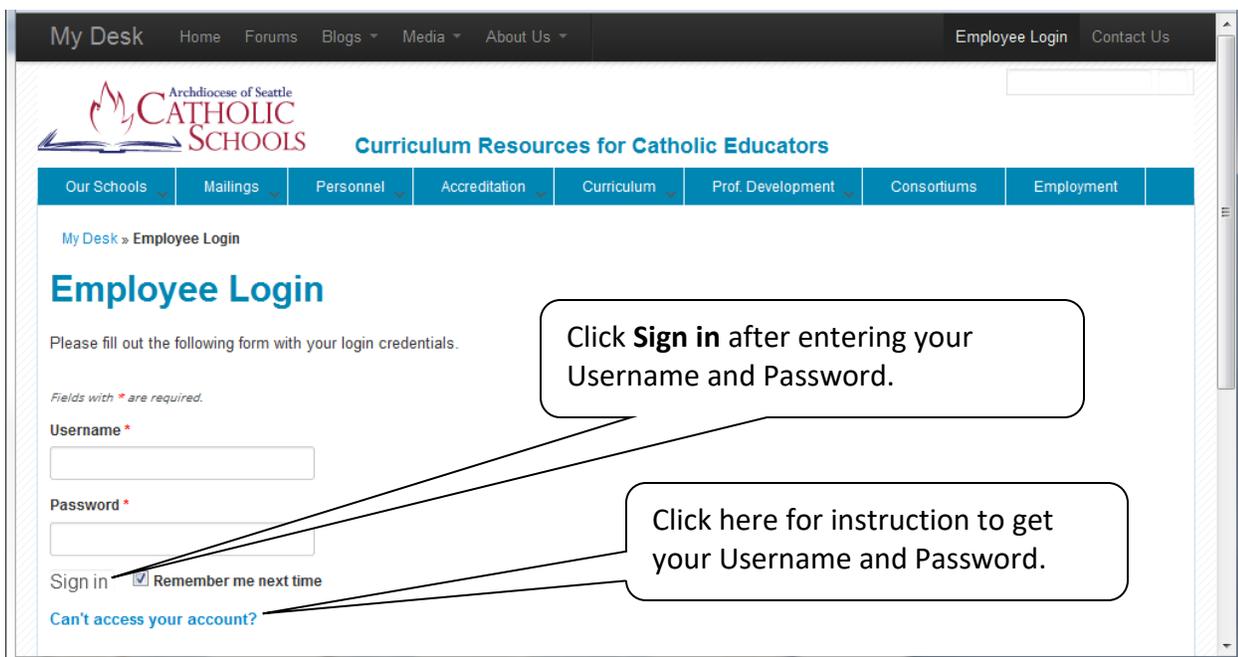
Login as an Employee

Direct your browser to: ocsww.org (Office for Catholic Schools of Western Washington)



Enter your Username and Password and click **Sign in**.

If you have forgotten your user name or password, click on **Can't access your account?**



My Desk - your main work screen

Click on the **My Desk** button and on **CS Employee Database** under the Tools heading. (This screen is often updated and may not be identical to the one you are now viewing.)

The screenshot shows the 'My Desk' interface for the Archdiocese of Seattle Catholic Schools. At the top, there is a navigation bar with 'My Desk', 'Home', 'Forums', 'Blogs', 'Media', 'About Us', 'Principal', and 'Contact Us'. Below this is a search bar and the site logo. A secondary navigation bar contains 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', 'Employment', and a Facebook icon. The main content area is titled 'My Desk' and features a prayer quote: 'We pray for the gift of the Holy Spirit to guide us in all that we do in our relationships, our teaching, and in our thoughtful interactions with students and parents. Amen.' Below the quote are several categorized lists: 'OCS Contacts' (including All Contact Lists, Instructional Resources, OCS - Fulcrum Directory (PDF), Pastoral Support, Principals/Presidents, Publishers, Regional Contact List (PDF), Resources - People, Schools Directory (PDF)), 'Tools for Data Input' (including 2017 - 2018 Academic Calendar, Aesop (Frontline) Campus User, AppliTrack (Frontline) Admin User, CS Employee Database (CSED), NWEA - MAP Destination PD, NWEA - MAP MARC, Observer Tab, Spring Data Collection), 'Settings' (Change My Password), 'Instructional Support' (Consortiums, Curriculum, Government Programs, Instruction and Assessment, Marketing Enrollment), 'Documents and Forms' (*All OCS Forms, Admin Support Resources, EDvantage, Employee Help: Handbook/Login, Policy Manual, Policy/Procedure Appendix, Records Retention Schedule for Schools, School Office Support Staff Resources), 'My Tasks' (Academic School Calendar 2017-2018, Aesop Substitute Management, Archdiocesan Retirement Program, Benefits Office: HR InTouch, Monthly Tasks for Principals, Monthly Tasks for School Office Staff, Navia Benefit Solutions, Online Checklist for Principals), and 'Resource Links' (Chancery: Archdiocese of Seattle, Chancery: Benefits Services, Chancery: Human Resources, Chancery: Parish Financial Services, Chancery: Payroll Services, Fulcrum Foundation, Northwest Catholic, OCS Facebook). A callout box points to the 'CS Employee Database (CSED)' link in the 'Tools for Data Input' section with the text 'Click here for CSED.'

You will see your School Dashboard where you can add, edit, and download employee data. In general, you will want to go straight to your Employee List.

The screenshot shows the 'CS Employee Database' interface. At the top, there is a navigation bar with 'My Desk', 'Home', 'Forums', 'Blogs', 'Media', 'About Us', and 'Contact Us'. Below this is a search bar and the site logo. A secondary navigation bar contains 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', 'Employment', and a Facebook icon. The main content area is titled 'CS Employee Database' and features a 'CSED Home' link. Below this is a 'School Dashboard' section with three buttons: 'EMPLOYEE LIST', 'DOWNLOAD / EXPORT', and 'Tutorial: CSED Editing'. Two callout boxes point to the 'EMPLOYEE LIST' and 'DOWNLOAD / EXPORT' buttons with the text 'Click here to see your employee list.' and 'Click here to download your list.' respectively.

Looking at your Employee List

The screenshot shows the 'Catholic Schools Employee Database' interface. At the top, there is a navigation bar with 'My Desk', 'Home', 'Forums', 'Blogs', 'Media', and 'About Us'. Below this is the Archdiocese of Seattle Catholic Schools logo and the text 'Resources for Catholic Educators'. A menu bar contains 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', and 'Employment'. The main heading is 'Catholic Schools Employee Database' with a sub-link 'Import Users' and a 'School:' dropdown menu. Below the heading is a search bar and a 'Search...' button. The main content area is titled 'Employee List [+]' and shows a table with 64 records. The table has columns for 'Username', 'School', 'Position', 'Roles', and 'Terminate'. The first row shows 'Leadership Academy' with a pencil icon next to the name and a red shield icon in the 'Terminate' column. A callout box points to the pencil icon with the text 'Click pencil to edit this employee.' Another callout box points to the red shield icon with the text 'Click here to terminate this employee from your list.' A third callout box points to the red '+' icon with the text 'Click here to add a new employee.'

Editing a current employee and changing their password

To edit a current employee, click on the pencil icon next to their name on the Employee List screen and a screen similar to the above screen will show. Their password shows as: ●●●●● and can be changed by you. One common edit is when an employee forgets their password; you can erase their old one and replace it with a new one (we suggest something simple like “changeme”). If the box above Save is checked, an email with Username and Password is sent by email to the employee. You should annually review the Roles assigned to employees. For example, your Liturgical Coordinator, may change from year to year. Roles are like duties and should not be confused with Positions. Positions are job descriptions like, Teacher, Principal, or Librarian. Don’t forget to click Save at the bottom of the screen. (It is a long screen and you may need to scroll to see Save.) To Terminate an employee, see page 8.

Adding a new employee.

Note: We are in a transition period and final edits have not been made for the 2018-2019 academic year. If you experience difficulties, please contact us at ocs@seattlearch.org. If you send the information requested on the Create User screen on page 4, we will enter the employee. The Terminate option is currently working properly and should be used at the local level.

If you do want to add a new employee, click on the red [+] icon on the Employee List as seen on the above screen. The Create User screen appears and shows the minimum information that you need to enter to create an employee record.

1. Enter first and last name. Middle name or initial is optional.
2. Whenever possible, use the school's email address, (staffname@myschool.org)
3. We suggest you have a standard password for new users (like changeme)
4. Choose a Position from the drop-down menu. Hint: if you type T, it will automatically scroll to Teacher in the list. Choose the best fit from the given list.
5. Fill in FTE as a number between 0 and 1.0.
6. You may not have the Hire Date handy, so you might want to just click in the field and enter today's date.
7. Finally, the Role is preset to School Employee, so you do not need to enter a new role. If this employee has special roles assign as many additional roles as you see fit.

As the school administrator of CSED, you can reset (but not see) any employee password. By checking the box under Roles, the login name and password are sent to the user. This alerts the employee they can now log on and complete their personal profile information.

When done, click Save

Create User screen

The screenshot shows the 'Create User' form within the 'Catholic Schools Employee Database' interface. The form contains the following fields and options:

- First Name*:** Text input field.
- Last Name*:** Text input field.
- Middle Name:** Text input field.
- Email*:** Text input field.
- Password*:** Text input field.
- Position*:** Dropdown menu with the text '--- Select Position ---'.
- FTE*:** Text input field.
- Hire Date*:** Text input field.
- Roles*:** A list of roles with checkboxes:
 - Academic Calendar Editor
 - ApplTrack Administration
 - Archdiocesan School Board
 - Arch...
 - Curri...
 - Desti...
 - Family Life Coordinat...
 - Fulcrum TAP
- Check here to email login information (Username/Password) to this user.

Callouts provide additional information:

- An empty Create User screen ready to populate.
- Sends email with Username and Password if checked.
- Save your work!

View User after the Create User (or by clicking a name in your list)

Note: Some fields shown below may change in the future.

 The user was successfully updated.

 To Edit Test's details, please use  next to "Account Information".
To edit Test's position(s), please scroll down and choose either the plus sign to add a position or pencil to edit single position.

Account Information Edit Employee Information

Added: 08/10/2017 | Edit By: | Last Login: 01/01/1970

Reset/Send User Login Info

First Name:	Test
Last Name:	test
Middle Name:	
Username:	Test test
School Email:	you@school.org
Secondary Email:	
Catechist Certified:	(CCP Certified Date: 0000-00-00)
CIC Level I Certified:	No (CIC Level I Certified Date: 0000-00-00)
State Certified:	No
Previous Service Award:	(Years)
Next Service Award:	(Years)
Notes::	

Religion:	
Safe Environment ID:	N/A
Background Check Date:	0000-00-00
Roles:	School Employee

Current Positions Add Position

Please add every position this employee has. For example, if the employee is a counselor and teaches in the classroom, that employee has two separate positions (Counselor and Teacher).

Position	School	Grades	FTE	CCP Certified	Hire Date	Action
Teacher	Office for Catholic Schools, Seattle		1.00	nc	08/10/2017	 Edit Position  Remove Position

Selecting and editing Positions

An employee may have multiple positions. It is easiest to edit a position by clicking on the pencil labeled Edit Position in the Current Positions box. (See above screen.) Grades and Subjects may not be relevant for some positions (office staff but if the Position is Teacher, be sure to specify Grades and Subjects. Remember FTE stands for Full Time Equivalent and is a number between 0 and 1.0. If an employee holds multiple part-time positions, the total of FTEs should not exceed 1.0. Dates can be entered in many formats (such as April 20, 2001, or 4/20/01), but will be displayed in the format: yyyy-mm-dd.

Edit Teacher Position screen

Why is Position so important? The Position entry should closely follow the employee's Covenant by identifying the job title and the FTE (Full Time Equivalent). The more specifically you identify an employee's position, the more complete the Archdiocesan wide contact lists will be. The All Contacts (My Desk screen on our website) allows all employees to access colleagues by Position.

Edit Employee screen

Some info is "read only" and can only be entered and changed by OCS.

My Desk Home Forums Blogs Media About Us Contact Us

Archdiocese of Seattle CATHOLIC SCHOOLS Resources for Catholic Educators

Our Schools School Finder Meetings Personnel Accreditation Curriculum Prof. Development Employment

Catholic Schools Employee Database

CSED Home Employee List Edit Employee

Edit Employee

Title:

First Name:

Last Name:

Middle Name:

Username:

School Email: **School email**

Secondary Email:

Password: **Change Password here**

Notes: **Role Definitions and Permissions**

- Academic Calendar Editor
- ASSOP Campus User
- AppTrack Administration
- Archdiocesan School Board

Religion:

Safe Environment Date:

Background Check Date:

Previous Service Award: Level(10,20,30,...):

Next Service Award: Level(10,20,30,...):

Catechist Certified: Fall Winter

CIC Certified Date: **CIC: New catechist program**

CIC Level I Certified: Yes No

CIC Level I Certified Date:

CIC Certified: Yes No

National Board Certified: Yes No

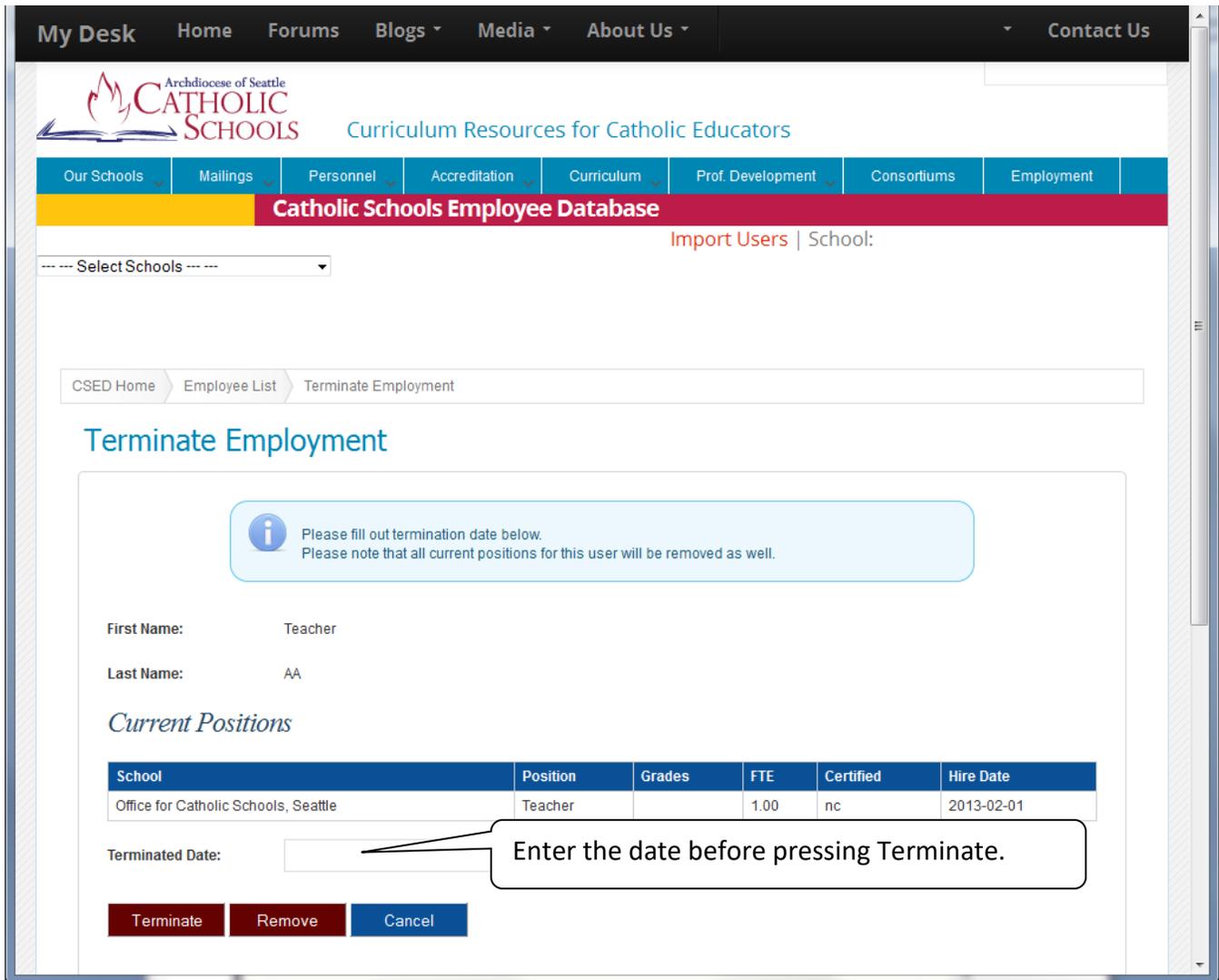
Notes:

Check here to email login info (username/Password) to this user.

Save your work!

Terminating an Employee

By click the red shield on the right side of your Employee list, you can delete an entry. (See page 2 screen.) The screen below shows that an employee can be Terminated or Removed. The Terminate option removes the employee from your CSED list, but keeps a record in an archive. If an employee retires, resigns, or is not returning, use this option. The Remove option is used in cases where someone has accidentally been entered twice and you want to remove the duplicate. When removed, this record will not be archived. You can use the Remove option if you created a test employee to practice or show in a presentation and you want to erase it completely. Please review your CSED Employee list regularly and Terminate or Remove employee names that are no longer employed at your school. We suggest a review in June and September, minimally.



Summary of options:

Terminate – employee is leaving your school and employee data will be archived.

Remove – duplicate or fictitious employee data will be erased.

Cancel – exit without action.

Note: There is no Save or Confirm. The selected option is completed and confirmed as soon as you click one of these buttons.