

My Account

1. Changing User Demographics
 - a. From “Home” page, click on the blue “My Account” link
 - b. Click the blue “Demographics” link
 - c. Make required changes
 - d. Click the green “SUBMIT” button

2. Changing User Password
 - a. From “Home” page, click the blue “My Account” link
 - b. Click the blue “Password” link
 - c. Make required changes

Note: You are unable to see entry and not asked to re-enter for accuracy. Be sure to type in exact password.
 - d. Click the green “SUBMIT” button

3. Forgotten Password
 - a. From Login Page, enter email address in the “Email here” field under the green “Forgot Password?”
 - b. Click the black “submit” button

Note: A temporary email will be generated and sent to user. User uses #2 above to change temporary password.

DIT/User Related

1. DIT Action Plan
 - a. From “Home” page, click the blue “My District” link
 - b. Click the blue “View” link following the District Implementation Team (DIT) Action Plan found under the District’s Participating Schools

Note: Changes to DIT Action Plan should only be made by DIT Chair or DCC

2. District People
 - a. From “Home” page, click the blue “My District” link
 - b. Click the green “District People” link

Note: An individual can change his/her role selection through the “My Account” link (directions outlined above). Contact your SPDG Facilitator if an individual should be removed from your district.

Data Entry

1. Adding a New User (Mentors must be added prior to adding a student)
 - a. From “Home” page, click the “New Account” Link
 - b. Choose appropriate District from the dropdown menu
 - c. Click on it to populate it into the field
 - d. Click the green “SUBMIT” button

- e. Enter first and last name
- f. Enter email address
- g. Enter a temporary password (flspdg)
Note: username and password will not be emailed
- h. Use dropdown menu for District and Role
- i. Click "Yes" or "No" for the (6) role items
- j. Click the green "SUBMIT" button

2. Editing Mentor/Student Associations

- a. From "Home" page, click the blue "My District" link
- b. Click the blue school link located under district name
- c. Scroll down and click the green "Check and Connect Students" Link
- d. Click the black "Click here to view students' page" link
- e. Click the blue "Student ID" link
- f. Click the blue "[edit]" link next to green Mentee ID
- g. Scroll down to Item #11
- h. Use dropdown menu to choose new mentor
- i. Click the green "SUBMIT" button

3. Adding a new student (Mentee):

- a. From "Home" page, click the blue "My District" link
- b. Click the blue school link located under district name
- c. Scroll down and click the green "Check and Connect Students" Link
- d. Click the black "Click here to view students' page" link
- e. Click the blue "Adding a Student? Click Here!" link found at the top left-hand side of the screen
- f. Enter Mentee ID (3-digit district code, 4-digit school code, unique student number **not used before**) in field
- g. Click the black "Submit" button
- h. Use dropdown boxes for #s 2 – 18
- i. Click the green "SUBMIT" button

4. Editing a Student (Mentee)

- a. From "Home" page, click the blue "My District" link
- b. Click the blue school link located under district name
- c. Scroll down and click the green "Check and Connect Students" Link
- d. Click the black "Click here to view students' page" link
- e. Click the applicable blue "Mentee ID" link
- f. Click the blue "[edit]" link next to Mentee ID
- g. Make changes as appropriate
- h. Click the green "SUBMIT" button

Note: If student had been a mentee at another school/district, enter the previous Mentee ID in Item #9

5. Exiting a Student (Mentee):

- a. From "Home" page, click the blue "My District" link
- b. Click the blue school link located under district name

- c. Scroll down and click the green “Check and Connect Students” Link
- d. Click the black “Click here to view students’ page” link
- e. Locate applicable mentee ID
- f. Click the blue “Active(Click to Deactivate)” link under the blue Status column
- g. Enter date of last C&C meeting
- h. Use dropdown box menus for reason and 2 follow-up “If” fields
- i. Use text box to answer last “If” field
- j. Use dropdown box to enter student’s grade at exit
- k. Click the green “SUBMIT” button

Note: To see list of Deactivated (Exited) students, click on the blue “Click Here!” link found following “Want to see all students, including inactive?” in the top left-hand side of your screen.

6. Submitting an FSS

- a. From “Home” page, click the blue “My District” link
- b. Click the blue school link located under district name
- c. Scroll down and click the green “Check and Connect Students” Link
- d. Click the black “Click here to view students’ page” link
- e. Locate applicable mentee ID
- f. Locate applicable FSS reporting period
- g. Click the blue “No(Click to Add) link

Note: Fall (Sept., Oct., Nov.), Winter (Dec., Jan., Feb.), Spring (Mar., Apr., May)
- h. Click the 'Yes' field for the months you have available data (months the student has been receiving C&C)
- i. Click the black “submit” button
- j. Using dropdown menus confirm, and if necessary, edit #s 1, 2, 3, 4 and 5
- k. Answer #s 5 – 10
- l. Use the dropdown menu to identify the number of occurrences for each area of risk for each reporting month

Note: Do not leave any fields blank
- m. Answer #29

Note: To edit FSS data submissions, click the blue “Yes(Click to Edit)” link. When finished, click the green “SUBMIT” button.

7. Locating SEI link to send to Mentor

- a. From “Home” page, click the blue “My District” link
- b. Click the blue school link located under district name
- c. Scroll down and click on the green “Check and Connect Students” Link
- d. Click the black “Click here to view students’ page” link
- e. Locate applicable mentee ID
- f. Locate the applicable SEI reporting period (SEI Fall or Intake or SEI 2/21)
- g. Click on the applicable blue “No(Click to Add)” link
- h. Copy link in URL
- i. Paste link into an email to the mentor

8. Completing the SEI
 - a. Mentor clicks on SEI link provided by Coordinator
 - b. Mentor clicks on the black “submit” button
 - c. Mentee answers SEI questions
 - d. Mentee clicks green “SUBMIT” button

9. Submitting a Mentor Practice Profile
 - a. From “Home” page, click the blue “My District” link
 - b. Click the blue school link located under district name
 - c. From your dashboard, click on your blue school link located under your district name
 - d. Scroll down and click on green “Available Survey Forms (Electronic and Paper)” link
 - e. Find C&C Practice Profile – Mentors (Completed by C&C Coordinators)
 - f. Click on black “Web Form” link
 - g. Complete #s 1 and 2
 - h. Select number of students on caseload from dropdown menu
 - i. Select one rating for each Critical Component (items #4-13)
 - j. Click green “SUBMIT” button

Data Reporting

1. Using School Student Page to confirm data submissions for accuracy
 - a. From “Home” page, click the blue “My District” link
 - b. Click the blue school link located under district name
 - c. Scroll down and click on the “Check and Connect Students” Link
 - d. Click on black “Click here to view students’ page” link
 - e. Review Mentee data located under each column heading
 - i. Intake complete
 - ii. SEI Fall or Intake
 - iii. Fidelity Measures: Fall, Winter, Spring
 - iv. SEI 2/21
 - v. Status

2. Student Details Page Data
 - a. From “Home” page, click the blue “My District” link
 - b. Click the blue school link located under district name
 - c. Scroll down and click on the green “Check and Connect Students” Link
 - d. Click the black “Click here to view students’ page” link
 - e. Locate applicable mentee ID
 - f. Click the applicable blue “Mentee ID” link
 - g. Review student report
Note: To view student data from previous years click the blue “Clicking Here” link located under the green Mentee ID at the top left-hand side of the page.

3. C&C Practice Profile - Mentors
 - a. From your dashboard, click on your blue school link located under your district name

- b. Scroll down and click on green "Current School Year Results" link
- c. In the Related Survey Results for SY _____ field, find MPP survey
- d. Click on the black "Count:#" link under the School Data (#) column
- e. Review school report
- f. To see a list of completed MPPs, click on the blue "[Click Here]" link following "Hint: Want a list of completed profiles for this district?"

4. C&C Fidelity Scoring Summary

- a. From your "Home" page, click on the blue "My District" link
- b. Click on your blue school link located under your district name
- c. Scroll down and click on green "Current School Year Results" link
- d. In the Related Survey Results for SY _____ field, find FSS survey
- e. Click on the black "Count:#" link under the School Data (#) column
- f. Review school report

5. C&C Active Mentee Demographics/Intake Form

- a. From your "Home" page, click on the blue "My District" link
- b. Click on your blue school link located under your district name
- c. Scroll down and click on green "Current School Year Results" link
- d. In the Related Survey Results for SY _____ field, find Demographics/Intake Form survey
- e. Click on the black "Count:#" link under the School Data (#) column
- f. Review school report

6. C&C Student Engagement Instrument (SEI)

- a. From your "Home" page, click on the blue "My District" link
- b. Click on your blue school link located under your district name
- c. Scroll down and click on green "Current School Year Results" link
- d. In the Related Survey Results for SY _____ field, find C&C Student Engagement Instrument survey
- e. Click on the black "Count:#" link under the School Data (#) column
- f. Review school report