



# ACCESS

## Newsletter



Webpage: <http://www.access-k12.org>  
Main Number - 330-702-7860

Brrr...It's Cold Outside!

Helpdesk Email:  
[support@access-k12.org](mailto:support@access-k12.org)

### HAPPY NEW YEAR!

As we begin the New Year (2018) and the second half of the school year, we have many things on our “to do” list. Fiscal Services will be busy with district W2's and 1099 preparation and printing. Student Services will be assisting with new schedules and reporting needs. Network Services will be looking at product and implementation schedules. And, Library Services will be looking at promoting electronic resources presented to us by INFOhio.

Administratively, ACCESS will be preparing quotes and subsequent contracts for next school year and assess areas we need to address over the summer months. To date, the ACCESS administrative team visited 19 of our customer locations and will continue to schedule the remaining district visits starting in January. We hope to forge a strong working relationship with you, hear how we are doing and understand what your needs are going forward.

A special **THANK YOU** for those of you who helped make our first Assembly Day event a success. We look forward to developing our next event to serve your needs.

Happy New Year!  
Lisa

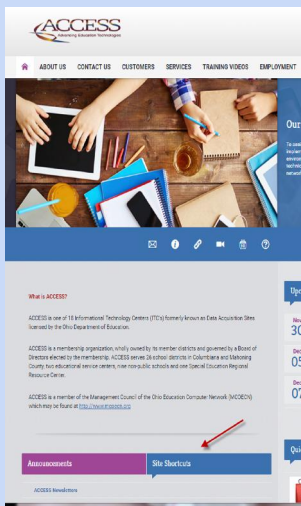
*What Good Is The Warmth of Summer Without the Cold of Winter to Give It Sweetness? - john steinbeck*

### ACCESS Web Page - NEW DESIGN

We have refreshed the ACCESS webpage with a new template design and content.  
<http://www.access-k12.org>

- Some key areas to explore...
- ★ Upcoming Events
  - ★ Quick Links
  - ★ Reading Nook
  - ★ Training Videos
  - ★ Along with each Service Area!

We will be adding Active Directory integration soon so that you can utilize your email account information to register for workshops/events on our calendar.



### Non-E-Rate and E-Rate Eligible Services (2018-2019)

As districts submit their E-rate 470's, ACCESS will be providing quotes for services covering Lit Fiber Transport, Bandwidth, Managed Wireless and even Voice (in its last year of funding).



Non-E-rate eligible services covering Voice and Application Services will also be quoted.

### E-Rate Workshop

On January 26, 2018, an E-Rate 471 Workshop will be held at the Mahoning County ESC by Lorrie Germann. Registration information can be found at: <https://www.ohio-k12.help/erate/> under EVENTS.



## FISCAL SERVICES

### Upcoming fiscal meetings

- ★ *Introduction to/Navigating USAS* to be held in February 2018. This training is recommended for new staff.
- ★ Fiscal Advisory Committee 2/9/2018 - MCECSC Computer Lab



### OASBO Trainings - details on their website

- New Treasurer Survival Series - 1/19/2018 - Columbus
- Hot Topic - January 2018 - 1/25-26/18 - Columbus
- School Comp Safety Seminar 17-18 - 1/30/2018 - Columbus
- Essentials of Financial Mgmt & Admin 17-18 - 2/7-8/2018 - Columbus
- Payroll & Benefits for Support Staff - 2/22/18 - Twinsburg
- Joint Workshop - 3/2/2018 - Northeast Ohio Medical University Rootstown
- School Comp Workshop NE 3/2/2018 - NEOMED
- Grants Management - 3/15/2018 - Columbus
- Financial Benchmarking & Analytics 3/27-28/2018 - Columbus

**W2/1099** processing is ongoing. Completed files have been requested by January 12, 2018 with a final due date of January 19, 2018. If you have not already completed processing, please keep these dates in mind. We will notify districts when printed copies are finished and available for pick up.

**HR Kiosk** - W2 forms will be available through Kiosk once all forms have been submitted to the IRS. ACCESS will run the process and post them no later than mid-February.

### SSDT Videos - Redesign Demo

<https://www.youtube.com/watch?v=fXJai3dqTY4&feature=youtu.be>

The randomized data instance of the **redesign fiscal software** is available on our website. Use this to familiarize yourself with the new offering and to help provide any feedback that you feel may be useful to the development team. We have set up some district specific test instances and have started rolling those out to districts who have participants on the fiscal advisory committee. We will be adding on additional test instances for the remaining districts in the near future.

## STUDENT SERVICES

### Standards Based Report Cards

Now is the time to start planning updates or additions to your standards based report cards for the 2018-2019 school year. We would like to have open communication with your district and/or teacher leaders about changes or new report cards you might be considering. It's important to have these discussions within your district prior to meeting with ACCESS in the Spring. We will be scheduling times to meet with all standards based districts (or those considering) before the end of the school year. Please feel free to contact us if you have any questions about standards based report cards!



### School Year Initialization and Scheduling for 2018-2019

Districts will soon be receiving the School Year Initialization survey which will need to be completed for each building within your district. This gives us the foundational information needed to configure StudentInformation for the new school year. Once the survey is completed and returned, ACCESS can proceed with the setup.

Scheduling trainings are just around the corner! An email will be coming out with the dates, times and details for each session. Please review the session information and be sure to sign up to attend!



*"...it's not just learning that's important. It's learning what to do with what you learn and learning why you learn things that matters."*

*-Norton Juster*

### Ad-Hoc Reports accessed via Analytics Hub

There are several new Ad-Hoc reports available in StudentInformation, including new House Bill 410 related reports for administrators. These reports can be accessed through the Analytics Hub or the paper icon in the upper right hand corner of your StudentInformation screen. The proper security privs must be granted to view and/or run these reports. If you would like access to these reports, please contact your security manager at your district. Take time to check them out!



or





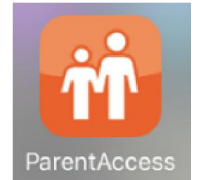
### Harmony Reports

Don't forget to check out the new report tool available to ACCESS districts! **Harmony** offers a variety of reports that may help you. The site is available at <https://harmony.access-k12.org> and will use your existing username and password, once your account has been created. If you need access, please complete the form found on our website under **Student Services**.

A Harmony feature that was just enabled gives districts the ability to load and update student pictures in StudentInformation. Instructions will be available soon!

### ProgressBook Suite Mobile Apps

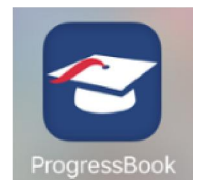
**ParentAccess** is designed to work seamlessly on mobile devices. While there isn't an official mobile app for ParentAccess, parents and students can add a shortcut on their mobile devices for easy access. We have added instructions on how to add the icon to both iOS and Android mobile device's home screen to our website. They can be found under Services > Student Services > ProgressBook Suite Documentation. You must login to the ACCESS website to see this documentation. Feel free to share this with your district!



*\*\*Added bonus...these instructions will work to create an "app" for any website!*

**The ProgressBook SIS Admin Mobile App** is a free application that can be downloaded from Google Play or the Apple App Store.

The ProgressBook Mobile App lets school administrators access essential data necessary for making in-the-moment decisions about students in their school even while away from their desk.



*With the ProgressBook SIS Admin Mobile App you can:*

- Use voice commands to search for student information.
- Search for student(s) that exist in the school or district.
- View a student's picture and important profile information.
- View a student's contact information.
- Device integration for emails, calls, and map addresses.
- View a student's transportation information.
- View a student's Medical, Custody, and Disability alerts.
- View a student's class schedule.
- View a student's recent attendance history.
- View a student's discipline incidents.
- View a student's course grades throughout the school year.
- View a school's bell schedule.
- Search discipline incidents by an offender's name.
- Add discipline incidents.



### IEP Anywhere - Updated State Forms

Ohio Department of Education has announced the release of updated Special Education forms. The new forms are required to be used beginning in fall of 2018 for the 2018-2019 school year. Updated forms include:

- PR-06 ETR
  - ETR School Age Planning
  - ETR Preschool Planning
- PR-07 IEP
- PR-09 Services Plan
- PR-02 Parent Invitation
- PR-05 Parent Consent for Evaluation
- OP-6 Progress Report
- Transition Progress Report (new)



Updated forms will become available in the software this spring during the current school year, so that districts have the option to begin training and using the new forms prior to the fall. Final form release details and timelines in the software will be communicated sometime in the near future.

Here are some important links:

<http://education.ohio.gov/Topics/Special-Education/Federal-and-State-Requirements/Ohio-Required-and-Optional-Forms-Updated>

<http://education.ohio.gov/Topics/Special-Education/Comprehensive-Monitoring-System/IDEA-Onsite-Reviews/OEC-Monitoring-Training-Materials>



## UPCOMING EVENTS

### PROGRESSBOOK SUITE RETREAT 2018

Monday, April 30 to Tuesday, May 1, 2018  
Hilton Columbus at Easton

Full 2-day conference for all ProgressBook Suite users.

For more information and to register visit:

<https://progressbook.corsizio.com/c/592dc3abf2d83a09b380a34e>



OAEP Spring Conference 2018

Monday, May 7 - Tuesday, May 8, 2018

Hilton Columbus at Easton

Registration will open in January 2018. Visit the OAEP website at <http://www.oaep.net> for additional information.

## EMIS SERVICES

We are working on scheduling EMIS trainings and meetings. Stay tuned for dates and times. They will be posted on our webpage calendar as well as sent out via email.

### ODE ITC EMIS Training - January 2018

The ODE ITC EMIS Training for the month of January will be via Skype. If you'd like to participate as a group, please join us on Tuesday, January 9, 2018 from 1-3PM at Mahoning County ESC. Registration is available from the ACCESS website at <http://www.access-k12.org>.

If you do not want to meet as a group, but on your own, you will need to register from STARS for one of the following dates and times.

- Tuesday, 1/9/18: 1:00–3:00pm (Registration deadline: 1/5/18, 5pm)
- Thursday, 1/11/18: 9:00–11:00 am (Registration deadline: 1/9/18, 5pm)
- Wednesday, 1/17/18: 1:00–3:00pm (Registration deadline: 1/15/18, 5pm)
- Friday, 1/19/18: 9:00–11:00 am (Registration deadline: 1/17/18, 5pm)
- Monday, 1/22/18: 1:00–3:00pm (Registration deadline: 1/18/18, 5pm)
- Wednesday, 1/24/18: 9:00–11:00 am (Registration deadline: 1/22/18, 5pm)

### FY18 Student EMIS Reporting Periods

The following FY18 Student EMIS Reporting Periods are open and available for reporting. Please note that the Initial Staff and Course, Kindergarten Readiness Assessment and FALL DORP Assessment collections are set to close in the near future. The staff data reported during the Initial Staff and Course Reporting is what is used for Teacher Value Added, US Department of Education, Local Report Cards and Reports for local planning. Please work closely with district staff to verify correct data reporting.

### FY18 Student EMIS Collections currently open:

Midyear Student Collection - closes April 30, 2018

SOES End of Year Student Collection - closes July 27, 2018

Fall DORP Assessment Collection - **closes** February 2, 2018

Fall 3rd Grade ELA and Reading Collection - closes March 2, 2018

Summer and Fall End of Course State Assessment Collection - closes April 13, 2018

Child Outcome Summary Assessment collection - closes July 13, 2018

Early Learning Assessment Collection - closes June 29, 2018

Kindergarten Readiness Assessment Collection KRA - closes February 2, 2018

Summer and Fall OGT Assessment Collection - closes March 2, 2018

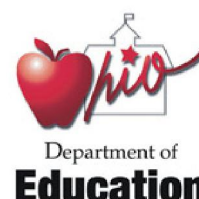
Calendar Collection - Final - closes July 27, 2018

Initial Staff and Course Collection - **closes** January 31, 2018

SOES Student Contact(s) Collection - closes July 27, 2018

Student Cross Reference - closes July 27, 2018

Click to access the complete [EMIS Data Collection Calendars](#).



NETWORK SERVICES

WAN Update

Internet traffic to Oarnet (our service provider) -- ACCESS has purchased 4 Gbps (gigabits per second) bandwidth. Consortium traffic usage continues to average around 3.5 - 3.8Gbps during the school day. We continually monitor this everyday and when usage trends upward, we purchase additional bandwidth so no outages or slowdowns are experienced!

All other Access WAN equipment: upgrades and maintenance ongoing.

Web Filter - Lightspeed

Upgrades and patches continue. We are working with Lightspeed support on a couple of SSL-related issues and we have added extra capacity to our filter cluster.

From Lightspeed Systems...

What Millions of Student Searches & Page Views Can Tell Us About Their Digital Habits

<http://community.lightspeedsystems.com/uncategorized/millions-student-searches-page-views-can-tell-us-digital-habits/>

Security

Avoid and Report Google Scams

By focusing on providing the best user experience possible, Google has earned a trusted brand name. Unfortunately, unscrupulous people sometimes try to use the Google brand to scam and defraud others. Here are a few common scams, and ways that you can avoid and report them. **Some tips from Google can be found at**

<https://support.google.com/faqs/answer/2952493>



Meltdown and Spectre: Computer Security Warning 1/3/18:

There are a lot of questions around the recently released vulnerabilities named Meltdown & Spectre. They have a broad reach as they can potentially affect every computer and device with a modern processor regardless of operating system.

Here's what we know:

- There are currently no active attacks against these vulnerabilities
- These are memory read vulnerabilities and do not cause code execution. For an attacker to use these vulnerabilities, there likely would have been an initial attack phase (e.g. a malicious EXE attempt to exploit the vulnerabilities).
- Patches are being made available for all major operating systems (Microsoft, Apple & Google)
- <https://researchcenter.paloaltonetworks.com/2018/01/threat-brief-meltdown-spectre-vulnerabilities/>

Email

ACCESS Email Archiving service

The ACCESS email archiver has been in place since July, 2012. In that time we have archived over 118 million messages. You can access your archived messages here at <https://archiver.access-k12.org/> Login to the system using your email username and password.

Password Self Service Portal

Password expiring soon? Need a change? Forgot your password? Give the ACCESS password Self Service portal a try. URL: <https://selfservice.access-k12.org/showLogin.cc>

You will need to register and answer a few security challenge questions during your first visit. After you are registered you can change a current password or even recover a forgotten one. You will need to contact your district tech staff if your password is already expired.

LIBRARY SERVICES

INFOhio Early Learning Portal

<https://www.infohio.org/early-learning>

Check out this new portal for early learners



New Tech Tools in the New Year (Webinar)

January 11, 2018 Visit <http://www.infohio.org> - Check Out Upcoming Events!

Geolocation

INFOhio is now using geolocation to make it even easier for all Ohio students, teachers and parents to use INFOhio resources. Instead of logging in, the INFOhio resources can recognize your location, and all locations in Ohio go right in - no login needed. If your location isn't recognized, you can still use your district's username and password.

