

ACCESS Newsletter

September 2022

Hello from ACCESS!

Several changes took place since our last newsletter. We welcome Mike Palmer, Network Services; Hope Coman, Fiscal Services; Emma Schneider, Fiscal Services; and Kristin Withers, Fiscal Services. We welcome Lisbon Exempted Village Schools and Southern Local Schools who are now receiving Fiscal Services from ACCESS. We always evaluate our services and support so we meet your expectations. We wish you the best as the new school year begins. - Lisa Smith



ACCESS Members Assembly Meeting - Mark Your Calendar.

The November 2022 meeting has been scheduled.

DATE: Friday, November 4, 2022
LOCATION: ACCESS
TIME: 9:00 a.m.



YOUR REPRESENTATIVES

The **ACCESS Board of Directors** meet monthly and consists of the following individuals.

- Dr. Donald Mook, Chairman, Superintendent, Columbiana Exempted Schools
- Mr. Thomas Yazvac, Vice Chairman, Superintendent, Springfield Local Schools
- Ms. Charlene Mercure, Secretary, Treasurer, Crestview Local Schools
- Ms. Anna Marie Vaughn, Superintendent, Columbiana County ESC
- Dr. Traci Hostetler, Superintendent, ESC of Eastern Ohio
- Ms. Dawn Welsch, Treasurer, Sebring Local Schools
- Mr. Eric Lowe, Superintendent, Beaver Local Schools
- Mr. Pete Pirone, Superintendent, Struthers Local Schools
- Ms. Bethany Carlson, Superintendent, South Range Schools, alternate
- Ms. Jennifer Coldsnow, Treasurer, Leetonia Schools, alternate



<http://www.access-k12.org>

Main Number: 330-702-7860

Help Desk - support@access-k12.org

Did You Know?

INFOHIO ACQUIRES GENYES STUDENT TECHNOLOGY LEADERSHIP PLATFORMS AND INSTRUCTIONAL CONTENT FOR OHIO SCHOOLS

Click for Youtube Video about [GenYes Ohio at Mentor High](#)

Through the RemotEDx initiative, INFOhio will provide free access to the GenYES student technology leadership platforms and instructional content beginning with the 2022-2023 school year. The platform and resources have been acquired through the RemotEDx initiative and will be accessible through the RemotEDx Exchange website and the INFOhio website.

Ohio's current [GenYES users](#) should contact their ITC for support through this school year. Although the national GenYES program has closed, the Management Council and INFOhio's acquisition of the platform and content will ensure that the program can continue for Ohio's current GenYES users without interruption and for additional Ohio schools in the future.

The [GenYES program](#) provides an introduction to computer science, coding, and STEM careers, as well as careers in teaching and education. Students learn through action while supporting others and completing projects that demonstrate their learning. The program is flexible and is designed to support school technology integration goals, while building the next generation of technology leaders.

Student participants in the program become Student Technology Leaders (STLs) at their school. STLs:

- Learn about technology through projects created to support their school's tech integration goals
- Develop communication, collaboration, critical thinking, and leadership skills
- Support teachers and peers by providing mentoring, tech support, and practical leadership to support learning

GenYES can be implemented as a regular class or extracurricular club. More information about the GenYES program and resources will be coming soon.

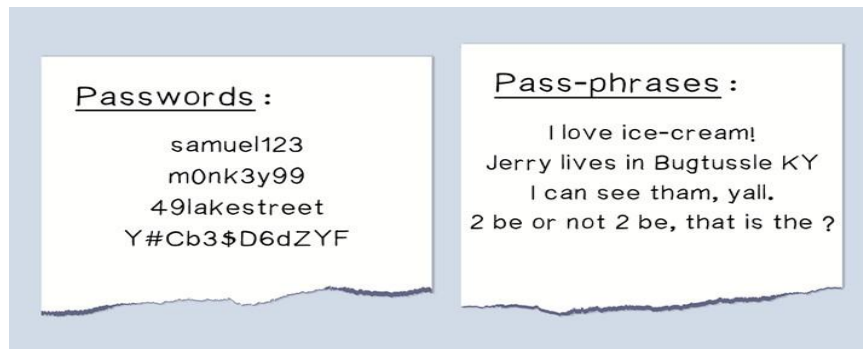
The GenYES platform and content will be added to INFOhio's portfolio of student and educator tools that are freely available to all Ohio schools. It will also be made available as part of a larger toolkit to accelerate and personalize learning through student leadership and student empowerment. Through this toolkit Ohio schools will be able to leverage the GenYES platform and content to support a host of initiatives related to student leadership and empowerment.

Have questions? INFOhio is always here to help. For questions, comments, and additional support contact us at support.infohio.org.

Did You Know?

STUDENT EMAIL PASSPHRASES ARE HERE!

We are now able to randomly generate easy to remember passphrases for student email accounts instead of the current random jumble of letters and numbers. If you would like to make a change to the password format for your district, please submit a helpdesk request to support@access-k12.org and let us know the desired format ie capitalized 3 letter word, random 2 digit number, lower case four letter word, special character (Red27test!).



Join a GOOGLE MEET call from Google Docs, Sheets, or Slides

What's changing:

You can now join a Google Meet call from Google Docs, Sheets, and Slides. In addition to the [present to Meet option](#), you can select "Join the call" to quickly join and present a document, spreadsheet, or presentation to all attendees, allowing everyone in the meeting to collaborate while having a conversation.

<https://workspaceupdates.googleblog.com/2022/04/join-google-meet-from-google-docs-sheets-slides.html>



NETWORK SERVICES

Security Enhancement: Multi-Factor Authentication (MFA)

Over the summer Duo MFA was rolled out to the fiscal software. Now all fiscal logins are secured with multi-factor authentication..

The student information system is planning to implement MFA summer 2023. There's a lot that can change between now and then, so stay tuned.

GoGuardian Rollout!

ACCESS rolled out GoGuardian web filtering to districts over the summer. With GoGuardian there are other services available on top of basic web filtering. Contact Mike Palmer (palmer@access-k12.org) to learn more.

UPDATE: ACCESS DR Site Storage Upgrade Is Complete

ACCESS will begin contacting districts to discuss options for accessing their portion of the solution. Contact network@access-k12.org to discuss options and scheduling.

District storage allocation can be used to hold backups of critical infrastructure, as a file share for district personnel, storage for virtual machines or disaster recovery usage.

WAN Upgrades

ACCESS completed updating firmware on all our WAN nodes. This helps us maintain a secure and efficient network environment. Put in a Help Desk ticket if you would like assistance updating your equipment.

Google MFA

Did you know that ACCESS can enforce MFA for your Google users? The enforcement can be assigned by OU, so you can be granular about the assignment. ACCESS recommends that you enforce MFA for at least your administrators and your fiscal staff. Please put in a help desk ticket if you have questions or would like to get started.

REMINDER: Technology Coordinators - AD & Google Account Clean Up

We have years of OU's and accounts in our Active Directory that require maintenance. Please review your school's account information within the ACCESS AD and **remove all those no longer valid**, i.e. graduated students, and teachers/staff/administrators no longer within your district. We encourage you to keep the last grad year until the next grad year students graduate.

When you are done with your clean-up, open a ticket letting us know. We will then remove any old associated Google Accounts. Reducing the usage to only active accounts contributes to maintaining good security in our environment and minimizing licensing needs.

FISCAL SERVICES

IMPORTANT DATES - MARK YOUR CALENDAR!

Financial Collections

Financial Collection (FY22) (2022H0000) H 6/2/2022 8/31/2022

Five Year Forecast - Final Optional (FY22) (2022P3OPT) P 6/2/2022 8/31/2022

Financial Collection (FY23) (2023H0000) H 6/1/2023 8/30/2023

Five Year Forecast - Initial Required (FY23) (2023P0000) P 9/1/2022 11/30/2022

Staff Collections

Staff and Course Collection - Initial (FY23) (2023L1STR) L 9/8/2022 1/31/2023

REDESIGN UPDATE....

The Work Flows module is now available in the redesign.

Requisitions may now be processed within the software using the work flows set up within it. If you are interested in automating the process of requisition approvals, please let us know and we will assist with the implementation.

Employee Onboarding is also available which allows users from different departments to enter employee information within USPS-r into a holding area for verification and processing into the live files. This work flow moves from person to person after each enters the information required and then submits to the next for further input or verification.

UPCOMING FISCAL TRAININGS FOR DISTRICTS

Redesign Trainings/Work Sessions

Friday September 9, 2022 - R-House

Tuesday September 13, 2022 - USAS-r #1

Thursday September 15, 2022 - Work Session

Tuesday September 20, 2022 - USAS #2

Thursday September 22, 2022 - Work Session

Thursday October 13, 2022 - Work Session for Incrementing Exp/Archiving Comp

Wednesday October 19, 2022 - Overview of EIS and AR

Thursday October 20, 2022 - Work Session

Thursday November 10, 2022 - Work Session

Thursday November 17, 2022 - Work Session

Tuesday November 22, 2022 - Five Year Forecast Submission

Wednesday December 7, 2022 - Calendar Year End Meetings USAS-r/USPS-r

Thursday December 8, 2022 - Work Session

Thursday December 15, 2022 - Work Session



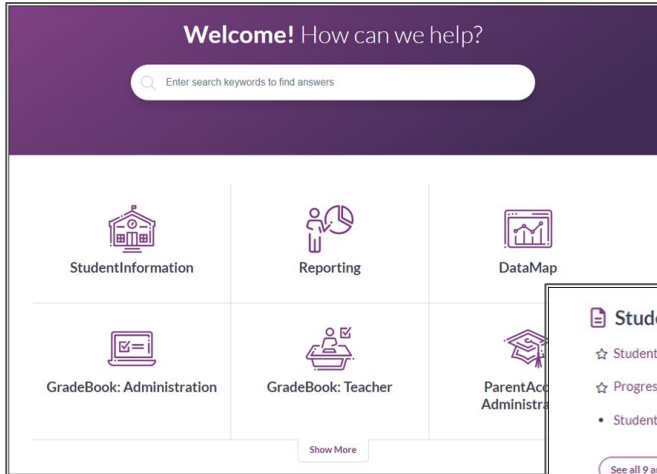
***The computer lab is available from 9-3 for work sessions on these dates.**

REGISTRATION IS REQUIRED FOR ALL SESSIONS VIA OUR [WEBSITE](#).

STUDENT SERVICES

NEW! Learning Center in ProgressBook Suite

There's a NEW Learning Center coming to the ProgressBook Suite, replacing the previous WebHelp to which we are all accustomed. This change will be part of the 22.0 release update, and provides keyword searching and topic based articles, in addition to the traditional User Guides and Procedural Checklists.



You will still use the question mark in the upper right corner of the screen to access the NEW Learning Center. We think you'll like this new way of learning!



Entering Course History records for New Students

Did you know course history data for newly enrolled students can be transferred in from other ACCESS districts, instead of manually entering to StudentInformation? This *must* be done as part of the registration process, so it's important to come up with a plan in your district to ensure the proper steps are taken in the proper order.

If you are using a third party registration software, you can still transfer in the course history records and then sync your student data.

Email student@access-k12.org if you have questions or would like to know more!

Logging in to both Live and Play?

Some users use both the Live and Play environments. Please know if you are trying to log into both simultaneously, you will need to either use two different browsers or an incognito/guest window for one of those sessions moving forward. If you use multiple tabs within the same browser and try to log into both sites, you will receive a Server Error.



Server Error

Missed one of our trainings? Don't worry!

We recorded all of our recent training and posted them to the ACCESS webpage. Feel free to watch any of the sessions that you may have missed. You will need to be logged into the site to view the videos.



[Click here to view a listing of trainings](#)

NEW! FY23 - Exiting Student Follow-Up Record

Beginning with the FY23 school year, districts will collect and report to EMIS follow-up data on students who left secondary education before the current school year. Students reported will fall in one or more of the following categories:

- Students who exited and were career-technical concentrators
- Students who graduated during the prior school year, including summer graduates
- Students who at the time of exiting were reported with a disability condition

ODE will provide districts with a file of students for whom the Exiting Student Follow-Up Record must be reported. This file will also indicate the category/categories the student falls in and which the districts are responsible for updating and reporting information. This follow-up information of what graduates and non-graduates do after high school will be published to the Ohio School Report Card in the fall of 2023.

EMIS CrossCheck is not only for EMIS Coordinators!

EMIS CrossCheck has just released the ability for districts to add users to various areas of EMIS CrossCheck. This ability will allow Special Education Directors and Secretaries, Gifted Staff, Counselors, Payroll Staff, and others the ability to login to EMIS CrossCheck and verify EMIS data for their area, process reports, etc. Adding security to EMIS CrossCheck training will be scheduled in the near future! If you have any questions regarding EMIS CrossCheck, please email emis@access-k12.org.



ODE EMIS Focused Training - For ALL District Staff

ODE continues to conduct 'EMIS Focused Training' on various EMIS topics. Training is provided by ODE via Microsoft teams for **all district staff** that work with a 'topic' as well as EMIS Coordinators. To date, ODE has provided 'Focused Training' on *Graduation, Discipline and Preschool Reporting*. If you missed the Graduation and Discipline sessions, the recordings are available now from the [ODE Website](#). The Preschool Recording is expected to be posted in the near future. Career-Tech Reporting is the next topic scheduled for September 20th at 1 pm **or** September 22nd at 9 am.

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

EMIS Coordinator Meetings - EMIS Coordinator Meetings are scheduled as needed.

EMIS Alliance Training - We will be holding the **Troubleshooting GRAD Reports** training on Friday, September 16th from 9-Noon via Zoom. EMIS Coordinators *and staff that work with the district Grad Reporting* are invited to attend.

EMIS Work Sessions - Dates for EMIS Work Sessions will be released in the near future.

ODE ITC EMIS Meetings - October 2022 Sessions are scheduled. Dates and links for each session, along with the presentation handout, will be available on the [EMIS Training](#) webpage. Prior registration is not required.

ACCESS SORA/OVERDRIVE Consortium

ACCESS has partnered with SORA/Overdrive to provide an eBooks Consortium opportunity for our schools. This is a membership consortium at a cost of \$1.00 per student population engaged to benefit from using this service. You can join in anytime. Our participation is growing. If you are interested, contact Lisa Smith (smith@access-k12.org)



Getting Started with INFOhio K-5 [Click Here](#)

Getting Started with INFOhio 6-12 [Click Here](#)

Enhancements to the INFOhio Website

Don't miss the enhancements to the INFOhio website! The INFOhio website has been updated to make it easier for students, educators, and parents to find educationally appropriate tools and resources to meet learning needs.

Here are just a few of the updates made to the INFOhio website:

- Grade-level buttons have been made larger on the homepage to draw students' attention to recommended resources.
- Fetch and ISearch floating buttons are available on most INFOhio web pages. Clicking a floating button opens a search widget, which allows students and educators to search Fetch or ISearch.
- The buttons directing educators to additional information and training materials are now more prominent. Clicking the i button or More Info button will take users to the resource information page.
- Resources are now organized alphabetically in horizontal rows rather than in vertical columns. This reduces the amount of scrolling to find a specific resource.
- The All Resources button has been moved to the Educator Resources and Tools page so that educators have easy access to all INFOhio digital resource collections.

Learn more about the enhancements made to the INFOhio website and the increased access to Fetch and ISearch. If you have questions about the INFOhio website, please contact us at support.infohio.org.

LIBRARY SERVICES, CONTINUED.

INFOhio Added New Instructional Materials to Open Space

Explore the new instructional materials added to Open Space! [Open Space](#), a curriculum creation and collaboration tool powered by INFOhio, empowers educators to create and share resources that promote innovative and collaborative learning. Instructional materials added to Open Space go through an evaluation process using a quality [rubric](#). In addition to finding quality instructional materials, Open Space users can view and rate resources and also share content to Google Classroom.

Explore the latest resources added to Open Space:

- **Career-focused lessons and activities from the Ohio Department of Education (ODE) Office of Graduate Success:** The learning materials include 39 activities created by the team at ODE and emphasize Career Connections across academic content areas, where students in grades K-12 can explore careers and pathways to get there. Check out the [Career Exploration Resources collection](#) on Open Space to see the new Career Connections materials.
- **Computer Science Fundamentals Curriculum from Code.org:** Each of the [97 lesson plans for grades K-5](#) feature interactive activities and videos for students that use easy-to-understand language and fun, familiar characters. For teachers and parents, the lesson plans include slide decks (via Google Docs), teaching guides with discussion questions, and alignment to national CSTA K-12 Computer Science Standards.
- **GenYES curriculum:** [GenYES Ohio](#) is a program that prepares Ohio students to become student technology leaders through a rigorous, technology-infused leadership curriculum. The GenYES Ohio program can introduce students to computer science, coding, and STEM careers, as well as careers in teaching and education. The program is flexible and designed to support school technology integration goals while building the next generation of technology leaders.
- **iCivics Social Studies collection from iCivics.org:** More than [250 new social studies lesson plans, interactive games, and learning modules from iCivics.org](#), a non-profit organization dedicated to providing quality educational materials for social studies and civic education, have been added to Open Space. The instructional materials in Open Space can help middle school and high school educators find supplemental materials and lessons to use with their students.
- **Lesson plans from Ohio History Connection:** These [28 lesson plans for grades 6-12](#) are aligned with Ohio's Learning Standards for Social Studies and English Language Arts. The plans feature activities using primary source documents available through the Ohio Memory Collection, a collaborative project between Ohio History Connection and the State Library of Ohio. Students will explore the topics of World War I, Immigration, World's Fair, and the Atomic Age.

INFOhio is committed to promoting content from organizations that are either based in Ohio or whose educational materials have a focus on issues in Ohio. If your organization is interested in partnering with INFOhio to share your content with educators, students, and parents around the state, please contact INFOhio at [support.infohio.org](#).

LIBRARY SERVICES, CONTINUED

Financial Literacy eBooks Available from Gale through INFOhio

Check it out! More than 50 [eBooks from Gale](#) on the topic of financial literacy available from INFOhio. The unlimited use, full-text eBooks offer engaging titles for high school students. Take a look at an [example](#) of one of the eBooks, [Saving and Investing](#) by Martha London.

Each eBook has features to support easy access and provide a positive reading experience, including a Table of Contents for navigation, a Text View for a read-aloud option, and tools to alter font sizes and colors. The Open Dyslexic font is available as well. In addition, eBooks can be downloaded or printed for offline use.

Have questions or concerns? INFOhio is always happy to help at support.infohio.org.

Recordings Available for INFOhio's One-day Conference

High-quality instructional materials are an essential component in supporting each child in Ohio. INFOhio is dedicated to ensuring access to vetted, standards-aligned materials that promote and celebrate equity, accelerate learning, and support a quality curriculum. INFOhio relies on community partnerships with agencies around the state who provide training and outreach to schools and families on the quality resources and web tools available at no cost.

Instructional Materials Matter: Voices from the Field

This no-cost conference began with a keynote session on high-quality instructional materials from the [Ohio Department of Education](#) with additional sessions throughout the day featuring voices from the field on topics such as quality INFOhio resources, web tools, and professional development from the Exchange Certified Trainers.

Don't miss out! [Watch the recordings](#) from this one-day conference. Earn a certificate after completing a quiz for each session, with up to five contact hours possible. Questions about the one-day conference? Contact INFOhio at support.infohio.org.

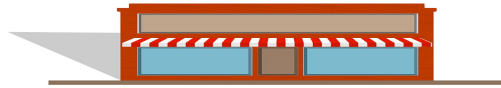
Library support by [INFOhio](#).

Phone number: 330-702-7875

Support Email Address: support@infohio.org

THE ACCESS STORE - SHOP WITH US!

For **special pricing**, contact **Lisa Smith** or email smith@access-k12.org



Consortium Offerings - through our partnerships, **discounted pricing is available on the following products and services.** We will continue adding to this list.

- **HelloSign** - Electronic document signing <https://www.hellosign.com/>
- **Ehallpass** - Online digital hall pass [Video Demo](#)
- **One2One (Learn21)** - Device Management - [Video Demo](#)
- **Tech Guard - Cyber Security Awareness Training- [Information about this product.](#)**
- **Zoom Video Conferencing** individual and meeting room licenses
- **DUO - VPN Licenses (contact ACCESS)**
- **DUO - Key Fobs - Tokens (contact ACCESS)**
- **TEC** - Bully Tip Lines, Text Messaging, etc. <http://www.tec911.net/>
- **Data Map** - <https://www.progressbook.com/datamap/>
- **Google Enterprise Suite** - pricing based on NCES FTE. [Google Enterprise Overview](#)
- **SORA/Overdrive EBook Consortium** <https://resources.overdrive.com/k-12-schools/>
- **Class Technologies - Class: The Virtual Classroom Built on Zoom** <http://class.com>
- **Last Pass - Password Manager** - <http://www.lastpass.com>
- **SOPHOS Anti virus.**
- **Chromebooks and Accessories** - contact ACCESS for further information.
- **EMIS CrossCheck**
- **FinalForms through MCOECN consortium**
- **GoGuardian Classroom Management** - [Order Form](#)



Consortium Purchasing

ACCESS is always looking to help schools save money by providing applications at consortium pricing. We will continue to survey school needs and investigating hardware offerings too. Through vendor partnerships, we continue to provide chromebooks and accessories at reduced prices. Zoom license pricing for one and two year options can be purchased throughout the year. Class Technologies product Class: The Virtual Classroom built on Zoom is becoming available through an agreement with the OECN for all ITCs. Until then, our current offerings are listed above.



ACCESS - Advancing Education Technologies
<http://www.access-k12.org>

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