



OEC

Connecticut Office of Early Childhood

Early Childhood Information System (ECIS)

October 2015

Early Childhood Information System

Welcome

- Welcome from OEC and the ECIS IT team
- Difference between District and Community – PSIS for Pre-K children in Public Schools still has to be completed.
- Goal for today is to provide training on the actual ECIS system scheduled to roll out in the next couple of weeks.
- Each ECIS User will get a User Name and Password from OEC. If lost or forgotten, call the ECIS Help desk at 860-713-6497.
- WebEx Housekeeping:
 - All participants on the call are muted – use the Q & A section for Questions addressed to the Host – we will try to answer questions as we go, but may wait until the end to ensure we get through all the material
- ECIS Guide will be available on the ECIS Web Page
- The Training PowerPoint will be posted on the OEC website



Early Childhood Information System

- ECIS for the Fall of 2015 includes OEC funded School Readiness Grant facilities, Child Day Care Contracts, State Head Start, federal Preschool Development Grant, and Smart Start programs.
- PSIS will still be used for Pre-K children in schools to create SASIDs. Schools with OEC funded Pre-K will use ECIS to add additional child and funding information.
- ECIS is not a Collection system. OEC would like ECIS to be kept current to accurately reflect the number of children receiving OEC funded services.



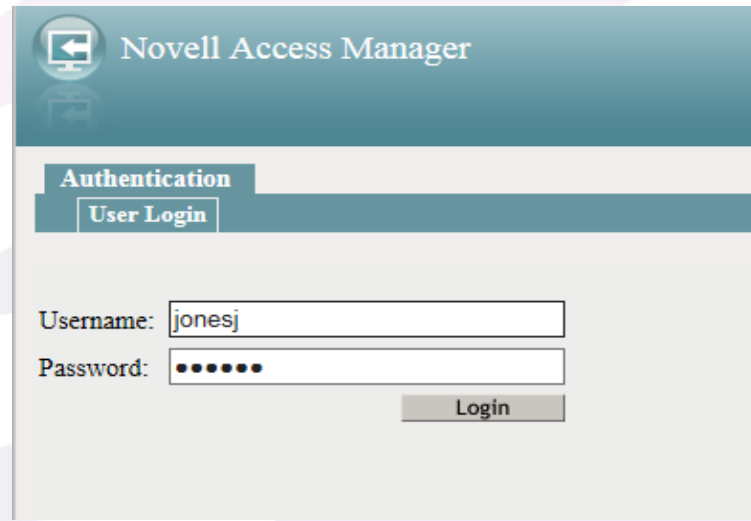
Early Childhood Information System

Goals for the Day

- **Login** to ECIS
- **View** a Facility Summary page of actively enrolled children at a facility
- **Search** for a child in ECIS
- **Search for a SASID** in ECIS
- **Add Address, Child & Family Information**
- **Enroll/Modify** an enrollment record for a child
- **Reports** – review summary data for a facility
- **Directory Manager** Highlights

Early Childhood Information System

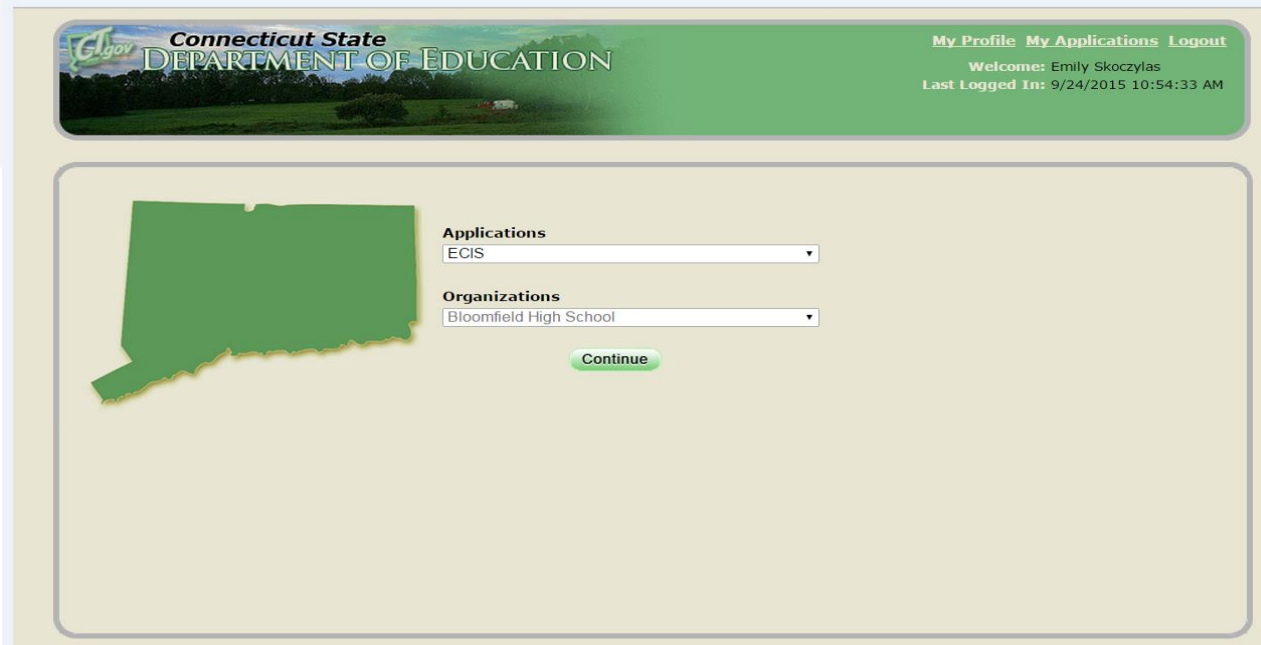
Easy login with existing Novell Username and Password. If no exiting UN & PW, OEC will create one.



The image shows a screenshot of the Novell Access Manager login interface. At the top, there is a header bar with a computer icon and the text "Novell Access Manager". Below this, there is a section titled "Authentication" with a sub-tab labeled "User Login". The main area contains two input fields: "Username:" with the text "jonesj" entered, and "Password:" with seven dots representing a masked password. A "Login" button is positioned to the right of the password field.

Early Childhood Information System

Select ECIS as an Application and choose your facility/school location as the Organization on the **SDE Landing Page**



Connecticut State
DEPARTMENT OF EDUCATION

[My Profile](#) [My Applications](#) [Logout](#)

Welcome: Emily Skoczylas
Last Logged In: 9/24/2015 10:54:33 AM

Applications
ECIS

Organizations
Bloomfield High School

[Continue](#)

Early Childhood Information System

A Confidentiality Acknowledgement must be agreed to each time you access ECIS. It is an acknowledgement that ECIS contains Personally Identifiable Information that needs to be kept secure & confidential.



Early Childhood Information System

Confidentiality Acknowledgement

Connecticut's Early Childhood Information System (ECIS) contains Personally Identifiable Information (PII) that is confidential pursuant to federal and state law. By logging onto and accessing ECIS, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law. I further agree that I will only use this information for the Connecticut Office of Early Childhood conduct of business.

I hereby assure that all records, reports and written information comply with the provisions the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (FERPA) and the regulations promulgated thereunder regarding the disclosure of confidential student information and with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) and the regulations promulgated thereunder. Information obtained pursuant to the provisions of HIPAA shall not be used or disclosed by the parties for any purpose without written consent, or unless otherwise permitted under HIPAA.

☒ I have read and I agree to the terms of this acknowledgement.


Continue

Cancel



Early Childhood Information System

Facility Summary Page at a Glance

 Early Childhood Information System

Facility Summary

Dashboard

School Readiness children
enrolled in ECIS
1
More info ⓘ
Report 📄

Child Day Care children
enrolled in ECIS
0
More info ⓘ
Report 📄

Head Start children
enrolled in ECIS
0
More info ⓘ
Report 📄

Private Pay Only Children
Enrolled in ECIS
1

The total number of unduplicated children receiving services at your facility and enrolled in ECIS as of today is 3

The children below are actively enrolled at your facility(ies) as of the current date.

If the child you are looking for does not appear, he/she is not enrolled in the Early Childhood Information System at your facility. If you have permission to view more than one facility, and 'All' is selected in the Facilities drop list, then all of the children enrolled through the Early Childhood Information System at all of the facilities you have authority to access will be listed.

Use the following fields to filter a list by facility or to view children already exited during a specified time frame. To determine if a child has an existing SASID, use search. You must search before creating new SASID for a child.

SEARCH OR CREATE SASID

Facility List
Enfield Child Day Care Center-High St. Site ▼

Enrollment Status
Enrolled ▼

Start Date
MM/DD/YYYY ⓘ

End Date
MM/DD/YYYY ⓘ

Update

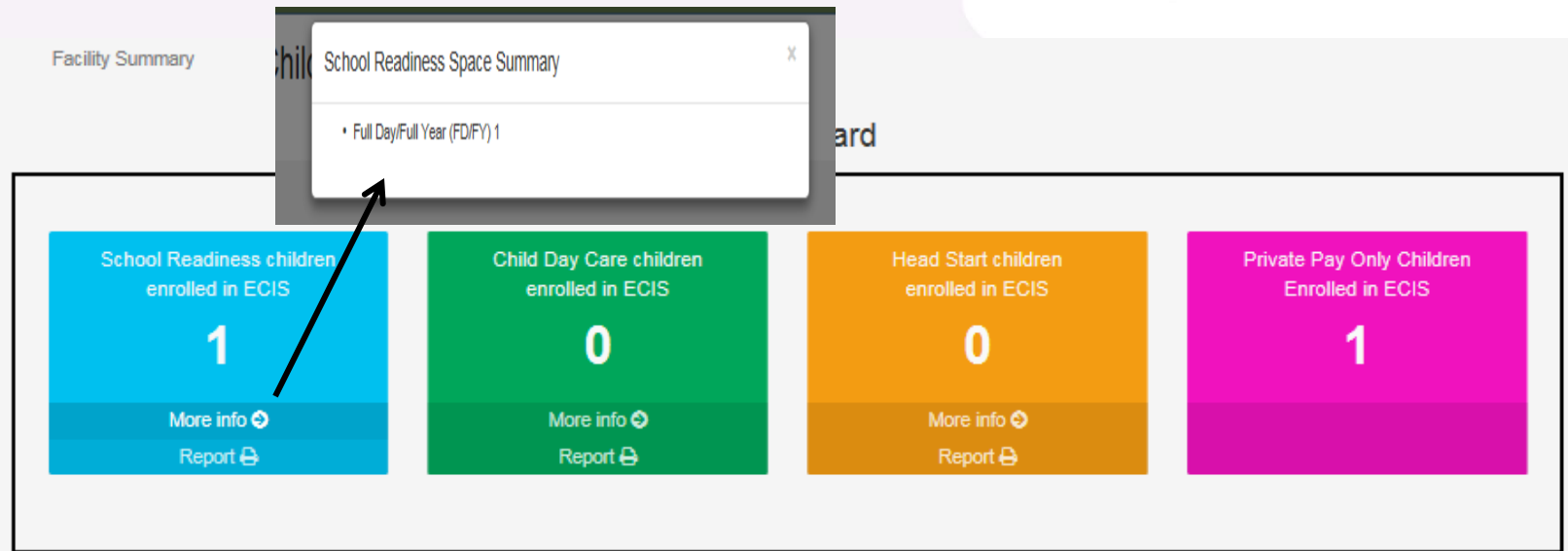
Search your Facility(ies)

▲	Last Name ⓘ	First Name ⓘ	Middle Name ⓘ	DOB ⓘ	SASID ⓘ	Funding Start Date ⓘ	Funding End Date ⓘ	Facility Code ⓘ	
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OEC

Early Childhood Information System



The total number of unduplicated children receiving services at your facility and enrolled in ECIS as of today is 3

The children below are actively enrolled at your facility(ies) as of the current date.

If the child you are looking for does not appear, he/she is not enrolled in the Early Childhood Information System at your facility. If you have permission to view more than one facility, and 'All' is selected in the Facilities drop list, then all of the children enrolled through the Early Childhood Information System at all of the facilities you have authority to access will be listed.

Use the following fields to filter a list by facility or to view children already exited during a specified time frame. To determine if a child has an existing SASID, use search. You must search before creating new SASID for a child.

SEARCH OR CREATE SASID

Early Childhood Information System

Dashboard Report



ECIS Dashboard Report

Funding Type School Readiness – Competitive, School Readiness – Priority

Facility Enfield Child Day Care Center-High St. Site

Space Type	First Name	Last Name	Middle Name	Birthdate	SASID	Enroll Date	Facility Code	Space Type Total
Full Day/Full Year (FD/FY)	ANDREW	ALEXANDER		10/10/2010	2077982601	9/4/2015	0490141	
								1
Total number of space types for children enrolled in facilities								1

Early Childhood Information System

Facility List
Enfield Child Day Care Center-High St. Site ▼

Enrollment Status
Enrolled ▼

Start Date
MM/DD/YYYY

End Date
MM/DD/YYYY

Update

Search your Facility(ies) csv print

	Last Name	First Name	Middle Name	DOB	SASID	Funding Start Date	Funding End Date	Facility Code	
1	ALEXANDER	ANDREW		10/10/2010	2077982601	09/04/2015		0490141	select
2	JONES	JACKIE		10/10/2010	9902716501	09/18/2015		0490141	select

Early Childhood Information System

CSV View

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Name	DOB	SASID	Funding Start Date	Funding End Date	Facility Code
2	ALEXANDER	ANDREW		10/10/2010	2077982601	9/4/2015		490141
3	JONES	JACKIE		10/10/2010	9902716501	9/18/2015		490141
4								

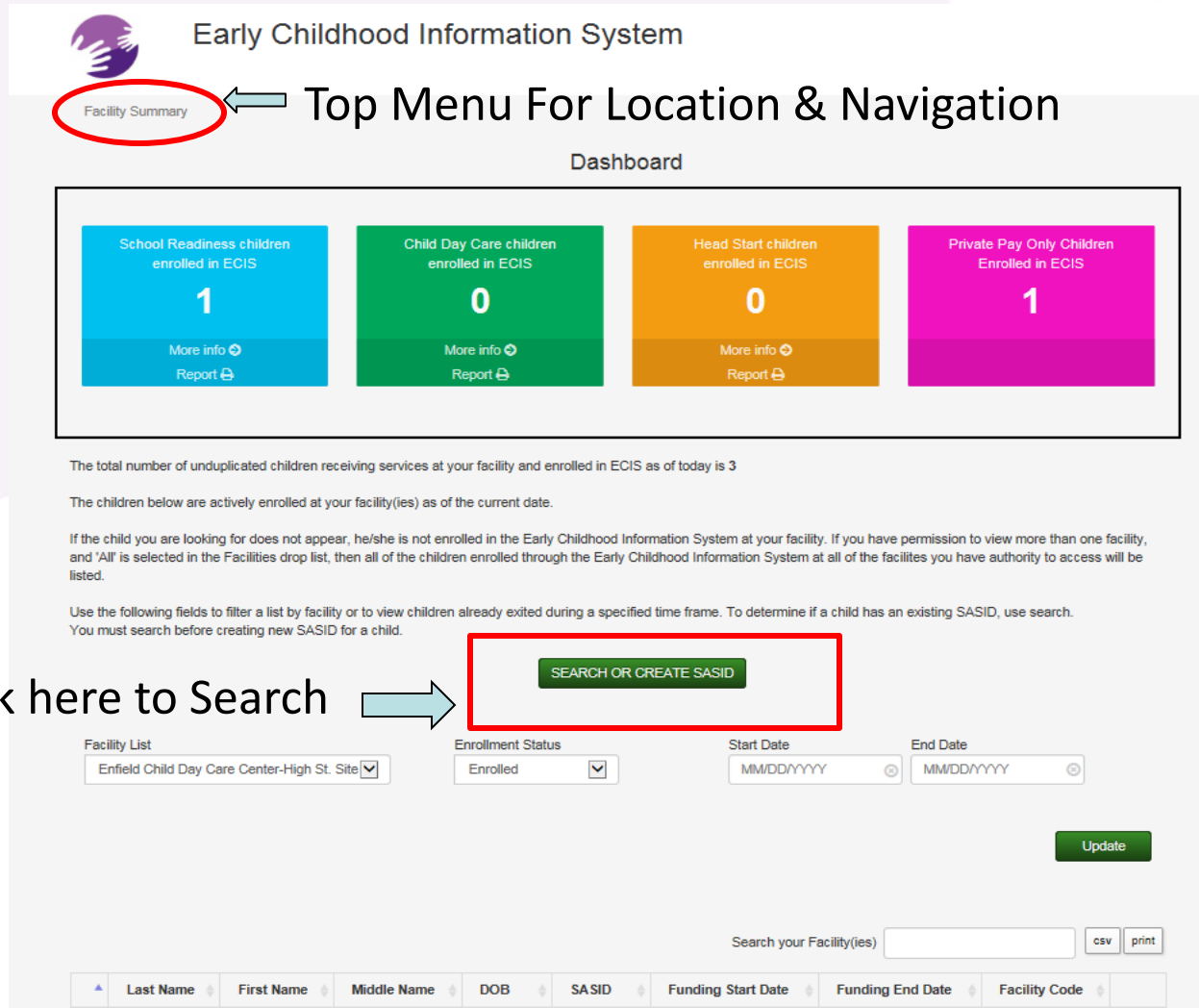
Print View

	Last Name	First Name	Middle Name	DOB	SASID	Funding Start Date	Funding End Date	Facility Code	
1	ALEXANDER	ANDREW		10/10/2010	2077982601	09/04/2015		0490141	s
2	JONES	JACKIE		10/10/2010	9902716501	09/18/2015		0490141	s

Print view

Please use your browser's print function to print this table. Press escape when finished.

Early Childhood Information System



The screenshot shows the Early Childhood Information System (ECIS) dashboard. At the top left, there is a logo of two hands holding a child, followed by the text "Early Childhood Information System". Below this, a "Facility Summary" link is circled in red, with an arrow pointing to it from the text "Top Menu For Location & Navigation". The dashboard itself is titled "Dashboard" and contains four colored boxes representing different child categories: "School Readiness children enrolled in ECIS" (1), "Child Day Care children enrolled in ECIS" (0), "Head Start children enrolled in ECIS" (0), and "Private Pay Only Children Enrolled in ECIS" (1). Each box has a "More info" link and a "Report" link. Below these boxes, there is a summary statement: "The total number of unduplicated children receiving services at your facility and enrolled in ECIS as of today is 3". This is followed by a note: "The children below are actively enrolled at your facility(ies) as of the current date." Below this, there is a paragraph explaining that if a child is not found, they are not enrolled in the system at that facility, and if 'All' is selected in the Facilities drop list, all children enrolled through the system at all facilities will be listed. Below this, there is a paragraph explaining that the following fields can be used to filter a list by facility or to view children already exited during a specified time frame. To determine if a child has an existing SASID, use search. You must search before creating new SASID for a child. Below this, there is a red box around a "SEARCH OR CREATE SASID" button, with an arrow pointing to it from the text "Click here to Search". Below the button, there are several dropdown menus: "Facility List" (Enfield Child Day Care Center-High St. Site), "Enrollment Status" (Enrolled), "Start Date" (MM/DD/YYYY), and "End Date" (MM/DD/YYYY). There is an "Update" button to the right of these dropdowns. Below the dropdowns, there is a search bar labeled "Search your Facility(ies)" with "csv" and "print" buttons to its right. At the bottom, there is a table with columns: Last Name, First Name, Middle Name, DOB, SASID, Funding Start Date, Funding End Date, and Facility Code.

Early Childhood Information System

Facility Summary ← Top Menu For Location & Navigation

Dashboard

School Readiness children enrolled in ECIS
1
More info ⓘ
Report 📄

Child Day Care children enrolled in ECIS
0
More info ⓘ
Report 📄

Head Start children enrolled in ECIS
0
More info ⓘ
Report 📄

Private Pay Only Children Enrolled in ECIS
1
More info ⓘ
Report 📄

The total number of unduplicated children receiving services at your facility and enrolled in ECIS as of today is 3

The children below are actively enrolled at your facility(ies) as of the current date.

If the child you are looking for does not appear, he/she is not enrolled in the Early Childhood Information System at your facility. If you have permission to view more than one facility, and 'All' is selected in the Facilities drop list, then all of the children enrolled through the Early Childhood Information System at all of the facilities you have authority to access will be listed.

Use the following fields to filter a list by facility or to view children already exited during a specified time frame. To determine if a child has an existing SASID, use search. You must search before creating new SASID for a child.

Click here to Search → SEARCH OR CREATE SASID

Facility List
Enfield Child Day Care Center-High St. Site

Enrollment Status
Enrolled

Start Date
MM/DD/YYYY

End Date
MM/DD/YYYY

Update

Search your Facility(ies) csv print

Last Name	First Name	Middle Name	DOB	SASID	Funding Start Date	Funding End Date	Facility Code
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Early Childhood Information System

Search Screen Key Features

- Two ways to search:
 - *SASID*
 - Legal First Name, Legal Last Name, and DOB
- If searching by name, can enter **Additional Child Info** to narrow the search to improve the chance you select the correct child
- If entered, the Additional info displays in the Search results
- Match percentages of 85% or higher appears in search results to assist in selection process
- Search results are limited to displaying children under 7 years old



Early Childhood Information System

Search by Name....

Child Name Search

Blue circles show additional information

Asterisk (*) indicates a required field

Legal First Name * ⓘ	Legal Middle Name ⓘ	Legal Last Name * ⓘ
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Brown"/>
Date Of Birth * ⓘ	Suffix	Gender
<input type="text" value="01/08/2012"/>	Jr <input type="button" value="v"/>	Unknown <input type="button" value="v"/>

Reset Search

Additional Search Options

Parent's Maiden Name ⓘ	Birth Certificate ID	MMR Vaccination Date
<input type="text" value="Tan"/>	<input type="text" value="CT12345"/>	<input type="text" value="10/12/2012"/>
State of Birth	Town of Birth	
Connecticut <input type="button" value="v"/>	Hartford <input type="button" value="v"/>	

Early Childhood Information System

Search Results

Child Name Search

Legal First Name * ? **Legal Middle Name** ? **Legal Last Name *** ?

Date Of Birth * ? **Suffix** **Gender**

Additional Search Options

Parent's Maiden Name ? **Birth Certificate ID** **MMR Vaccination Date**

State of Birth **Town of Birth**

☒ None of the children shown match the child record I was searching for and I am reasonably certain that this child does not have a SASID from this or another CT site/program.

1 →

This result is not a 100% match to your search criteria. Please be sure this is the child you want to update or execute your search again with additional search criteria

	FirstName	MiddleName	LastName	DOB	Gender	SASID	Score
select	JOHN		BROWN	10/10/2010	M	6744174170	85

Showing 1 to 1 of 1 entries

Early Childhood Information System

Create Screen at a glance....



Early Childhood Information System

[Facility Summary](#) / [Search SASID](#) / [Create SASID](#)

Facility Name: The Ark-Child Dev. Center I

User Roles: User Roles: ECIS Facility Data Entry

To create a new SASID, complete the fields noted with an *

The remaining fields are requested and should be populated to help identify children with SASID's when using the search feature.

The legal name is the name that appears on the child's Birth Certificate or document indicating a legal name change.

Facility Assignment* ⓘ

The Ark-Child Dev. Center I

First Name* ⓘ

John

Middle Name ⓘ

Last Name* ⓘ

Brown

Suffix

Jr

DOB*

01/08/2012

Gender*

Unknown

State of Birth

Connecticut

Town of Birth

Hartford

Parents Maiden Name ⓘ

Tan

Birth Certificate ID

CT12345

MMR Vaccination Date

10/12/2012

Create

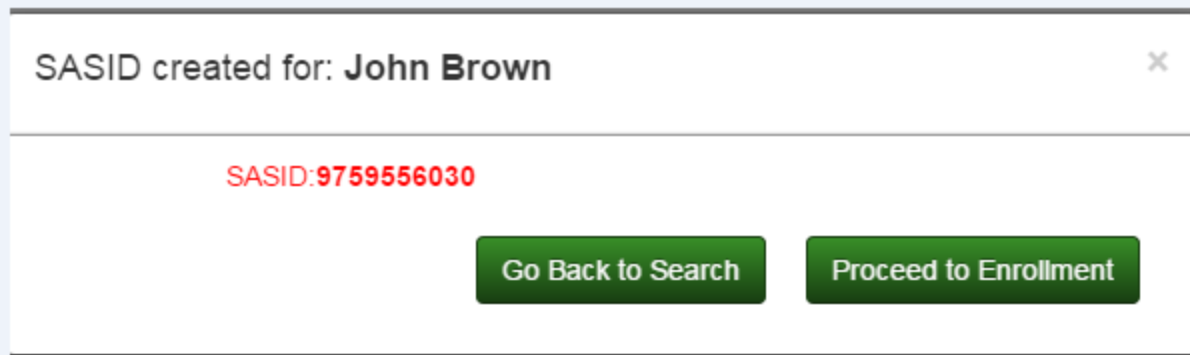
Cancel

Reset

Early Childhood Information System

When the ***Create*** button is clicked....

- A pop-up will appear that will ask ***Go Back to Search*** or ***Proceed to Enrollment***.
- ***Go Back to Search*** - Brings the user back to the Search Page and a Pending Enrollment is created.
- ***Proceed to Enrollment*** - Brings the user to the Enroll/Modify Page where the SASID will be displayed in the top right corner of the screen and you can create an Enrollment.




A screenshot of a web application pop-up window. The window has a white background and a thin grey border. At the top, it says "SASID created for: John Brown" in a dark grey font, with a small grey 'x' icon in the top right corner. Below this, there is a horizontal line. Under the line, the text "SASID:9759556030" is displayed in red. At the bottom of the window, there are two green buttons with white text. The left button says "Go Back to Search" and the right button says "Proceed to Enrollment".

Early Childhood Information System

Search By SASID

[Facility Summary](#)Logout



Early Childhood Information System

[Facility Summary](#) / [Search](#)Facility Name: CSDE

Use the search fields to search by child information to determine if a child already has a SASID.
You must use First Name, Last Name, and Date of Birth or SASID to search.
Entering the optional search fields will help reduce the number of results returned.

Search by SASID Only ⓘ

Child Name Search

Legal First Name * ⓘ	Legal Middle Name ⓘ	Legal Last Name * ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Of Birth * ⓘ	Suffix	Gender
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

[Reset](#)[Search](#)

[Additional Search Options](#)

Early Childhood Information System

Enroll/Modify Screen at a Glance

Child Information

Legal First Name
ANDREW

Legal Middle Name

Legal Last Name
ALEXANDER

Suffix
Please Select

Date of Birth
10/10/2010

Age
4

Gender *
Male

Hispanic (Y/N) *
No

SASID
2077982601

Race -
Select all that apply *
☒ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

UpdateCancelAdditional Child Info

AddressChild/Family Information

Child's Resident Address
Resides With
Please Select
Street Number
Address Line 1
Address Line 2 / Apt No
State
Please Select
Town
Please Select
Zip
Zip + 4

Add/UpdateCancel

Enrollment/Funding Information
Facility *
Enfield Child Day Care Center-High St. Site
Facility ID
0490141
Org Name
Enfield Child Day Care Center-High St. Site
Facility Enroll Date *
MM/DD/YYYY
Funding Type *
Please Select
Space Type
Please Select
Funding Start Date *
MM/DD/YYYY
HS/EHS Sub Cat
Please Select
Additional Funding Sources - Check all that apply *
☐ OEC Fee Schedule
☐ Care 4 Kids
☐ No Additional Funding
Add Enrollment/FundingCancel

Child Enrollment Summary







Facility ID	Facility Name	Facility Enroll Date	Facility Exit Date	Funding Type	Space Type	HS/EHS Sub Cat	Funding Start Date	Funding End Date	Facility Exit Category	Facility Exit Reason	
0490141	Enfield Child Day Care Center-High St. Site	09/04/2015		School Readiness - Competitive	Full Day/Full Year (FD/FY)		09/04/2015				edit

Showing 1 to 1 of 1 entries

Early Childhood Information System

Child Information Section

Child Information

Legal First Name	Legal Middle Name	Legal Last Name	Suffix	Date of Birth	Age 
ANDREW		ALEXANDER	Please Select 	10/10/2010	4
Gender *	Hispanic (Y/N) * 	SASID			
Male 	No 	2077982601			
Race - Select all that apply * 	<input checked="" type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
				Update	Cancel
				Additional Child Info	


Early Childhood Information System

Additional Child Information Pop-Up

Update Child Information For: **ANDREW ALEXANDER**


MMR Vaccination Date

10/10/2012

Parents Maiden Name 

Marshal


State of Birth

Connecticut 

Birth Certificate ID

CT12345

Town of Birth

Hartford 

Update

Close

Early Childhood Information System

Child's Resident Address

[Address](#) [Child/Family Information](#)

Child's Resident Address

Resides With

Parent

Street Number

12

Address Line 1

Book Ln

State

Connecticut

Zip

15463

Please Select
Please Select
Parent
Legal Guardian
Foster Parent
Other

Address Line 2 / Apt No

Town

Ansonia

Zip + 4

Add/Update

Cancel

Early Childhood Information System

[Address](#) **Child/Family Information**

*** Number of People In Household** ⓘ
3

*** Annual Family Income** ⓘ
11500

*** Mon/Yr Income Documentation Collected** ⓘ
09/21/2015

☐ Family Income Not Disclosed

☒ Individualized Education Program (IEP)


*** IEP Start Date** ⓘ
09/21/2015


☒ Transportation Provided

Add/Update **Cancel**

Early Childhood Information System

Enrollment/Funding Information

Facility * 

Enfield Child Day Care Center-High St. Site 

Facility ID

0490141


Org Name

Enfield Child Day Care Center-High St. Site

Facility Enroll Date *

09/04/2015

Funding Type *

School Readiness – Competitiv 

Space Type

Full Day/Full Year (FD/FY) 

Funding Start Date *

09/04/2015

HS/EHS Sub Cat

N/A 

HS/EHS Sub Cat

Please Select 

Please Select

4 Days/Week

5 Days/Week

5 Days/Week, Full Working Day

5 Days/week, Full Working Day, Full-Year

Additional Funding Sources - Check all that apply * 

☐ OEC Fee Schedule

☐ Care 4 Kids

☒ No Additional Funding

Add Enrollment/Funding

Cancel

Please Select

Please Select

Child Day Care

Head Start – State Supplement

Head Start/Early Head Start

Private Pay

School Readiness – Competitive

School Readiness – Priority

Smart Start (SS)

PDG-Federal

PDG-State Quality Enhancement

Early Childhood Information System

Child Enrollment Summary

Child Enrollment Summary

Facility ID	Facility Name	Facility Enroll Date	Facility Exit Date	Funding Type	Space Type	HS/EHS Sub Cat	Funding Start Date	Funding End Date	Facility Exit Category	Facility Exit Reason	
0490141	Enfield Child Day Care Center-High St. Site	09/04/2015		School Readiness – Competitive	Full Day/Full Year (FD/FY)		09/04/2015				edit

Showing 1 to 1 of 1 entries

Early Childhood Information System

Edit Child Enrollment Summary

Org Name *	Facility *	Facility ID *
Enfield Child Day Care Center-I	Enfield Child Day C:▼	0490141
Facility Enroll Date *	Facility Exit Date ⓘ	
09/04/2015	MM/DD/YYYY	
Funding Type *	Space Type	
School Readiness – Competitive▼	Full Day/Full Year (FD/FY)▼	
HS/EHS Sub Cat		
N/A▼		
Funding Start Date *	Funding End Date	
09/04/2015	MM/DD/YYYY	
Exit Category	Exit Reason	
Please Select▼	Please Select▼	
Additional Funding Sources - Check all that apply *		
<input checked="" type="checkbox"/> OEC Fee Schedule	<input checked="" type="checkbox"/> Care 4 Kids	<input type="checkbox"/> No Additional Funding

Update Funding/Enrollment

Close

Early Childhood Information System

Enroll Modify Page

Child Information

Legal First Name ANDREW	Legal Middle Name 	Legal Last Name ALEXANDER	Suffix Please Select	Date of Birth 10/10/2010	Age 4
Gender * Male	Hispanic (Y/N) * No	Race - Select all that apply *			SASID 2077982601
<input checked="" type="checkbox"/> American Indian or Alaska Native			<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White					
<div>Update Cancel Additional Child Info</div>					

Address

Child/Family Information

Child's Resident Address

Resides With Parent	Street Number 12
Address Line 1 Book Ln	Address Line 2 / Apt No
State Connecticut	Town Ansonia
Zip 15463	Zip + 4
<div>Add/Update Cancel</div>	

Enrollment/Funding Information

Facility * Enfield Child Day Care Center-High St. Site	Facility ID 0490141
Org Name Enfield Child Day Care Center-High St. Site	Facility Enroll Date * MM/DD/YYYY
Funding Type * Please Select	Space Type Please Select
Funding Start Date * MM/DD/YYYY	HS/EHS Sub Cat Please Select
Additional Funding Sources - Check all that apply *	
<input type="checkbox"/> OEC Fee Schedule <input type="checkbox"/> Care 4 Kids <input type="checkbox"/> No Additional Funding	
<div>Add Enrollment/Funding Cancel</div>	

Child Enrollment Summary

Facility ID	Facility Name	Facility Enroll Date	Facility Exit Date	Funding Type	Space Type	HS/EHS Sub Cat	Funding Start Date	Funding End Date	Facility Exit Category	Facility Exit Reason	
0490141	Enfield Child Day Care Center-High St. Site	09/04/2015		School Readiness - Competitive	Full Day/Full Year (FD/FY)		09/04/2015				edit

Showing 1 to 1 of 1 entries

Early Childhood Information System

About Screen

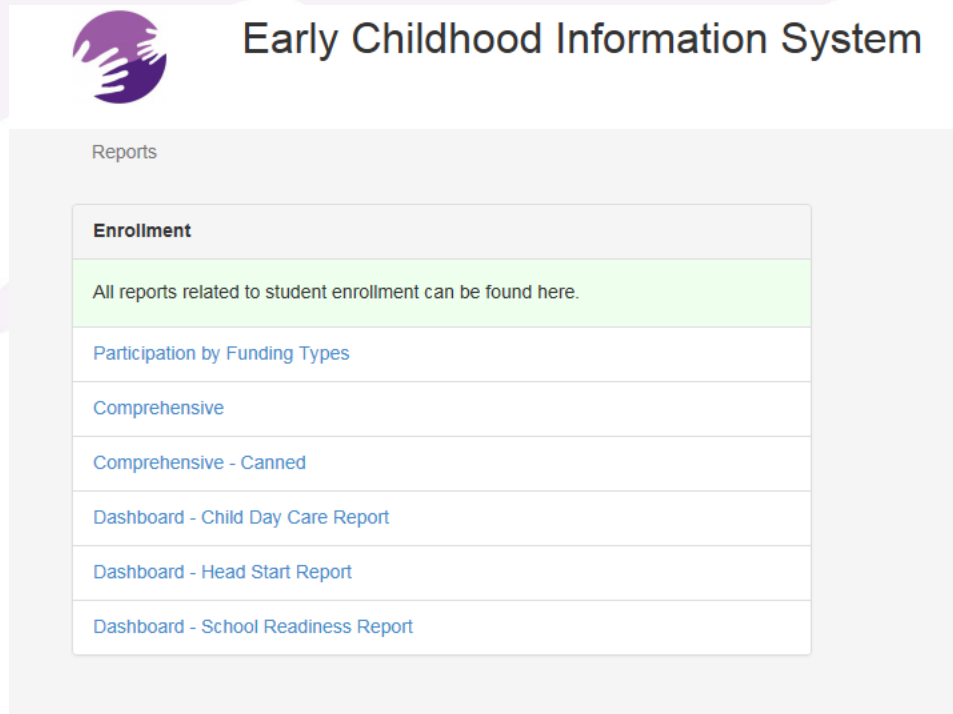
In the top right corner there is a Logout and About link. The About screen still under construction, will provide ECIS contact information and frequently asked questions/answers.



Early Childhood Information System

Early Childhood Information System

There is a Reports link in the top menu in ECIS to run canned reports.



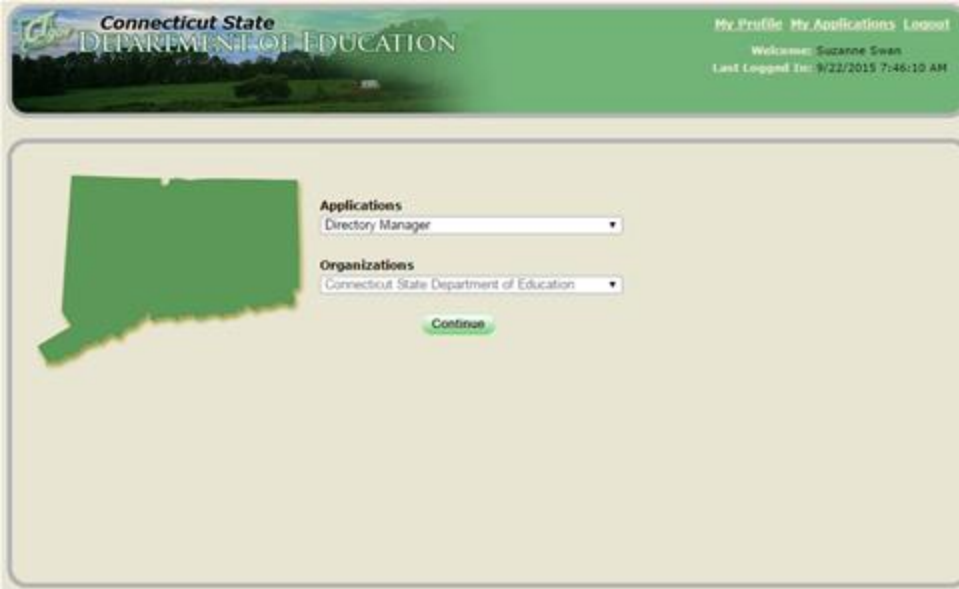
Early Childhood Information System

Recap & Next Steps

- ECIS user web-based training and Hands-on computer based training at a site with a computer lab will be available during the month of October.
- The new ECIS system will be in production in October 2015.
- Role based security access for all Users will be established in October 2015 so all users can access ECIS.
- Spreadsheets of School Readiness child information will be uploaded into ECIS for the majority of children.
- **Child Day Care, Preschool Development Grant, Smart Start and State Head Start** facilities will enter child level data into ECIS directly to complete the enrollment of the children in funding and space types.
- The goal is that child data will be entered in the ECIS by November 2015.

Directory Manager

Accessing Directory Manager and Logging in



The screenshot shows the login interface for the Connecticut State Department of Education's Directory Manager. The header features the department's logo and name, along with user information for Suzanne Swan. The main content area includes a map of Connecticut, dropdown menus for selecting an application and organization, and a 'Continue' button.

Connecticut State
DEPARTMENT OF EDUCATION

My Profile My Applications Logout
Welcome: Suzanne Swan
Last Logged In: 9/22/2015 7:46:10 AM

Applications
Directory Manager

Organizations
Connecticut State Department of Education

Continue

Directory Manager

Searching for an Organization/Facility

Connecticut State
DEPARTMENT OF EDUCATION

Select Organization
Connecticut State Department of Education

My Profile My Applications Logout

Welcome: Suzanne Swan
Last Logged In: 9/23/2015 10:57:23 AM
Version: Directory Manager (V3.0)

Directory

Directory Organizations

Organizations Reports Users

View My Organization

Do you want to: Search all Organizations Create an Organization Go

☐ Out of State ☐ In State ☒ All

Organization Name	Organization Type	Organization Code
1st Time Expelled Students	Generic	9990899
4-H Education Center at Auerfarm	Non-profit Organizations	6110071
A Child's World	Community Pre-K	0150141
A. Baldwin Middle School	Public Schools	0600711
A. L. Price Technical High School	CT Technical High Schools	9001516
A. W. Cox School	Public Schools	0600611
A. Ward Spaulding School	Public Schools	1390411
A.C.E.S. Educational Center for the Arts - Part Time	Program	2449900
A.R.T.S. Academy	Program	1489011
ABA Autism Program	Program	1040411

1 2 3 4 5 6 7 8 9 10 ...

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Directory Manager

Searching for an Organization/Facility

The screenshot shows the 'Directory' application interface. On the left is a sidebar with 'Organizations', 'Reports', and 'Users' links. The main content area is titled 'Organization Search' and includes a breadcrumb trail 'Directory > Organizations > Search'. Below the title, there is explanatory text: 'Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations. Wildcards (*) are allowed in partial code and name searches.' Two tabs, 'Standard Search' and 'Advanced Search', are visible, with 'Standard Search' being the active tab. The search form contains several fields: 'Organization Group' (dropdown), 'Organization Type' (dropdown), 'District' (dropdown), and 'Schools' (dropdown). Below these are 'Organization Code' and 'Organization Name' text input fields. A 'Records Per Page' dropdown is set to '10'. At the bottom of the form are 'Search' and 'Reset' buttons. Red arrows are overlaid on the image to highlight specific fields: one points to 'Organization Group', another to 'Organization Code', a third to 'Organization Name', and a fourth points to the 'Search' button.

Directory Directory > Organizations > Search

Organization Search

Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations.
Wildcards (*) are allowed in partial code and name searches.

Standard Search Advanced Search

Organization Group Organization Type District Schools

--Select Group-- --Select District Type-- --Select Dist-- --Select School--

Organization Code Organization Name Records Per Page

10

Search Reset

Directory Manager

Searching for an Organization/Facility

Directory
Organizations
Reports
Users

Directory • Organizations • Search

Organization Search

Standard Search returns open schools only. Use Advanced Search to find closed or inactive Organizations.
Wildcards (*) are allowed in partial code and name searches.

Standard Search Advanced Search

Organization Group Organization Type District Schools

Non-Public Community Pre-K --Select Dist-- --Select School--

Organization Code Organization Name Records Per Page

10

Search Reset

↓

↓

Excel CSV

Search Results

Records Found : 446

Organization #	Organization Type	Code	Parent Org	Status
A Child's World	Community Pre-K	0150141	Connecticut State Department of Education	School Open
ABCD	Non-Public Group	0000502	Connecticut State Department of Education	School Open
ABCD - Basic/EI Group	Non-Public Group	0000411	Connecticut State Department of Education	School Open
ABCD - Headstart	Community Pre-K	1381141	Connecticut State Department of Education	School Open
ABCD Bridgeport Harborlan Group	Non-Public Group	0000385	Connecticut State Department of Education	School Open

Directory Manager

Edit an Organization/Facility

Directory

Directory » Organizations » View an Organization

Organizations

Reports

Users

View Organization Information

Organization Type	Organization Name	Organization Group	Organization Code
Community Pre-K	A Child's World	Non-Public	0150141
Reporting Organization	Phone	Extension	Fax
Connecticut State Department of Education	203-330-0801		
Town	Website		
Bridgeport			

Physical Address

Mailing Address

Categories

Applications Assigned To this organization

Effective Dates

Grades Offered

Comments/Notes

Change History



Directory Manager

Edit Organization Page Displays


Directory | [Directory](#) | [Organizations](#) | [Edit Organization Information](#)

Edit Organization Information * Mandatory Fields

Organization Type	Reporting Organisation	Organization Group	Organization Code
<input type="text" value="Community Pre-K"/>	<input type="text" value="Connecticut State Dept"/>	<input type="text" value="Non-Public"/>	<input type="text" value="0100140"/>


Organization Name*	Phone*	Extension	Fax
<input type="text" value="A Child's World"/>	<input type="text" value="203-330-0801"/>	<input type="text" value=""/>	<input type="text" value="XXX-XXX-XXXX"/>

Town*	Website
<input type="text" value="Bridgeport"/>	<input type="text" value=""/>



Physical Address


Address*	City*	Zip*(#####-####)
<input type="text" value="1245 Fairfield Avenue"/>	<input type="text" value="Bridgeport"/>	<input type="text" value="06605"/>



Mailing Address

☒ Same as Physical Address

Address	City	Zip*(#####-####)
<input type="text" value="1245 Fairfield Avenue"/>	<input type="text" value="Bridgeport"/>	<input type="text" value="06605"/>



Categories

Operating Status*

Approved for Publication ☐ Yes ☒ No

Out of State ☐ Yes ☒ No

State BOT approved* ☐ Yes ☒ No

For Profit ☐ Yes ☒ No

Effective Dates

Student Open Date*	Physical Open Date*
<input type="text" value="07/01/2007"/>	<input type="text" value="07/01/2007"/>

Student Close Date	Physical Close Date
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

Grades Offered *

Low Grade	High Grade
<input type="text" value="Pre-Kindergarten"/>	<input type="text" value="Kindergarten"/>


Please use the checkboxes below to select your grades.

<input checked="" type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Kindergarten Half-day	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 10
<input checked="" type="checkbox"/> Kindergarten Full-day	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Kindergarten Extended-day	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 12

Comments/Notes

Administrative Comments

Public Comments



The changes to the Organization have been saved.

OK

Directory Manager

Searching for a User

Connecticut State
DEPARTMENT OF EDUCATION

Select Organization
Connecticut State Department of Education

My Profile My Applications Logout
Welcome: Suzanne Swen
Last Logged In: 8/23/2015 1:54:28 PM
Version: Directory Manager (v3.0)

Directory

Directory • Search My Users

Search My Users - Standard Search

Do you want to: ☐ List my users ☒ Search my users ☐ Create a user Standard Search Advanced Search

First Name

Last Name

Login Name

Administrative Organization

Application

Role

Records Per Page
10

Excel CSV

Search Results				
Login	First Name	Last Name	Status	Type
McDonaldS1	Susan	McDonald	Active	Secure User
YoungL1	Lynn	Young	Active	Secure User

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Directory Manager

Creating an ECIS User

Directory

Directory ▾ Search My Users

Search My Users - Standard Search

Do you want to: ☐ List my users ☐ Search my users ☒ Create a user

[Go](#) [Standard Search](#) [Advanced Search](#)

First Name

Last Name

Login Name

Administrative Organization

--Select-- ▾

Application

--Select-- ▾

Role

--Select-- ▾

Records Per Page

10 ▾

Search

Reset

Directory Manager

Creating an ECIS User

Directory Directory ♦ Create a User ♦ Create a Secure User

Organizations
Reports
Users

User Information * Mandatory Fields

Which type of user do you want to create ? Phone Book ☒ Secure Both

Salutation First Name* Middle Initial Last Name* Suffix

--Select-- Tom Smith --Select--

Street 1 Street 2

City State Zip(####-####)

Connecticut

Phone [Ex: xxx-xxx-xxxx] Extension Fax [Ex: xxx-xxx-xxxx]

860-713-0000

Email* tom.smith@ct.gov

Administrative Organization* --Select--

--Select--

A Child's World (0150141)
ABCD (000502)
ABCD - Bassick/EJ Group (000411)
ABCD Bridgeport Mardoian Group (000385)

Directory Manager

The user has been created successfully. They will receive two emails with their user name and password.

Do you want to assign roles to this user ?

Not at this time

Assign Role(s)

Directory

Directory ♦ Users ♦ Manage Roles

Organizations

Reports

Users

Manage Roles

* Mandatory Fields

User Name

Tom Smith

Administrative Organization:

Connecticut State Department of Education

Available Applications*

ECIS

☐ State Based ☐ District Based ☒ School Based

District / Non-Public Group*

Connecticut State Department of Education

School / ECIS Site*

A Child's World (0150141)

Role(s)*

To add roles click to highlight the role and then click the Assign Role(s) button.
To select multiple roles hold down the Ctrl key and click on each role to highlight and then click the Assign Role(s) button.

ECIS Facility Administrator
ECIS Facility Data Entry
ECIS Facility Data Reader

Assign Role(s)

Assigned Roles

Exit

Assigned Roles					
Application Name	Security Organization	Role	FS	Edit Funding Sources	Unassign
ECIS	A Child's World	ECIS Facility Data Entry	0	Edit Funding Source	Unassign

Exit



Directory Manager

Edit Funding Sources

Assigned Roles					
Application Name	Security Organization	Role	FS	Edit Funding Sources	Unassign
ECIS	ABCD	ECIS Facility Data Reader	0 ↑	Edit Funding Source ↑	Unassign
Exit					

Add/Remove Funding Sources ✕

User Name: OneT
Application: ECIS
Organization: ABCD
Role Name: ECIS Facility Data Reader
Funding Sources (select all that apply): Select All Select None →

Child Day Care

Head Start – State Supplement

Head Start/Early Head Start

PDG-Federal

PDG-State Quality Enhancement

Private Pay

School Readiness – Competitive

School Readiness – Priority

Smart Start (SS)

→ Save Cancel

FS	Edit Funding Sources	Unassign
1	Edit Funding Source	Unassign

Directory Manager

List My Users

Directory

Organizations

Reports

Users

Directory ♦ List My Users

List My Users

Do you want to: ☒ List my users ☐ Search my users ☐ Create a user

User ID	First Name	Last Name	Status	Type
12345c	DistWriter	CREC	Active	Secure User
aamodtc	conrad	aamodt	Active	Secure User
AaronA	Andrea	Aaron	Active	Secure User
aaronc	clark	aaron	Active	Secure User
AaronH	Hank	Aaron	Active	Secure User
AaronR	Rachel	Aaron	Active	Secure User
abacherlis	sue	abacherli	Active	Secure User
AbacherliS1	Sue	Abacherli	Active	Secure User
abairl	leigha	abair	Active	Secure User
AbalyanA	Anna	Abalyan	Active	Secure User

1 2 3 4 5 6 7 8 9 10 ...

Directory ♦ List My Users

List My Users

Do you want to: ☒ List my users ☐ Search my users ☐ Create a user

User ID	First Name	Last Name	Status	Type
12345c	DistWriter	CREC	Active	Secure User
aamodtc	conrad	aamodt	Active	Secure User
AaronA	Andrea	Aaron	Active	Secure User
aaronc	clark	aaron	Active	Secure User
AaronH	Hank	Aaron	Active	Secure User
AaronR	Rachel	Aaron	Active	Secure User
abacherlis	sue	abacherli	Active	Secure User
AbacherliS1	Sue	Abacherli	Active	Secure User
abairl	leigha	abair	Active	Secure User
AbalyanA	Anna	Abalyan	Active	Secure User

1 2 3 4 5 6 7 8 9 10 ...

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Cancel

Directory Manager

Edit an ECIS User

Directory ▸ View User Information

User Information

Current User Type: Secure User

Status	User ID	Create Date	Last Login	
Active	smithst1	9/25/2015		
Salutation	First Name	Middle Initial	Last Name	Suffix
	Tom		Smiths	
Street 1	Street 2			
City	State		Zip	
	Connecticut			
Phone	Extension		Fax	
860-713-0000				
Email	tom.smiths@ct.gov			
Administrative Organization				
Connecticut State Department of Education				
Notes				

Phone Book Use Only

Bureau/Division	Position Title

Assigned Roles

Application Name	Security Organization	Role	FS
ECIS	A Child's World	ECIS Facility Data Entry	0

ABCDEFGHIJKLMNOPQRSTUVWXYZ All



Directory Manager

Edit User

Directory

Directory • Edit User Information

User Information

* Mandatory Fields

Current User Type ☐ Phone Book ☒ Secure ☐ Both

Status*
Active ▼

User ID
smithst1

Create Date
9/25/2015

Last Login

Salutation
--Select-- ▼

First Name*
Tom

Middle Initial

Last Name*
Smiths

Suffix
--Select-- ▼

Street 1

Street 2

City

State
Connecticut ▼

Zip(####-####)

Phone* [Ex: xxx-xxx-xxxx]
860-713-0000

Extension

Fax [Ex: xxx-xxx-xxxx]

Email*
tom.smiths@ct.gov

Administrative Organization*
Connecticut State Department of Education ▼

Notes

Phone Book Use Only

Bureau/Division
--Select-- ▼

Position Title
--Select-- ▼

Assigned Roles

Application Name	Security Organization	Role	FS	Unassign
ECIS	A Child's World	ECIS Facility Data Entry	0	Unassign

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Manage Roles

Save

Cancel

Directory Manager

Edit User

Directory | Directory > Users > Manage Roles

Manage Roles * Mandatory Fields

User Name
Tester One

Administrative Organization:
Connecticut State Department of Education

Available Applications*
ECIS

☐ State Based ☐ District Based ☒ School Based

District / Non-Public Group*
Connecticut State Department of Education

School / ECIS Site*
ABCD, Inc.-Children's Garden (0151441)

Role(s)*
To add roles click to highlight the role and then click the Assign Role(s) button.
To select multiple roles hold down the Ctrl key and click on each role to highlight and then click the Assign Role(s) button.

ECIS Facility Administrator
ECIS Facility Data Entry
ECIS Facility Data Reader

Assign Role(s)

Assigned Roles

Application Name	Security Organization	Role	FS	Edit Funding Sources	Unassign
ECIS	ABCD	ECIS Facility Data Reader	2	Edit Funding Source	Unassign
ECIS - BA Test	EASTCONN	ECIS Facility Administrator	4	Edit Funding Source	Unassign

Exit

Directory Manager

Reset Password

Assigned Roles			
Application Name ▲	Security Organization ▼	Role ▼	FS
ECIS	A Child's World	ECIS Facility Data Entry	0

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Directory
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Directory ▶ Reset Password

Reset Password * Mandatory Fields

New Password*

Confirm New Password*

User password has been changed.

Questions?