

# ACCESS Newsletter

## September 2024

### HELLO FROM ACCESS!

Welcome Back!

Each of our service area teams continue to work hard to make sure your 2024-2025 school year transition goes smoothly. Upcoming training schedules are listed within this newsletter. Make sure you note the dates on your calendar.

Thank you to the ACCESS staff who during such a busy time, worked on getting this newsletter out.

*"No one who achieves success does so without the help of others. The wise and confident acknowledge this help with gratitude." - Alfred North Whitehead*

Lisa Smith, Executive Director



[Support@access-k12.org](mailto:Support@access-k12.org)  
330-702-7860 - general line



Let us know what you would like included in our newsletters. Email: [access\\_admin@access-k12.org](mailto:access_admin@access-k12.org)

### WHAT'S INSIDE

- There are many [embedded links](#) within this newsletter that will take you places.
- Meet our team members and learn a bit more about ACCESS.
- Training schedules within to help you plan to attend.

**ACCESS FALL MEMBERSHIP ASSEMBLY MEETING,  
FRIDAY, OCTOBER 11, 2024 @ 9:00 a.m. @ ACCESS**

# ACCESS Teams

Meet our Team Members and the services we offer.

<u>Treasurer:</u>	Brian Stidham
<u>EMIS Services:</u>	Diane Fabian & Gretchen Martin
<u>Fiscal Services:</u>	Valarie Inboden & Emma Schneider
<u>Student Services:</u>	Ruby Stiles & Victoria Baughman
<u>Network, Security, DataBase &amp; Fiber Services:</u>	Pat Rager, Becky Sabino, Tom Davies, Josh Boone, Michael Palmer & Kaden Shehan

## Did you know that we...

- Are a fully accredited Internet Service Provider (ISP) registered with ARIN
- Manage 350+ miles of ACCESS-owned fiber connecting school buildings
- Support 85 school buildings with connectivity and application services
- Were created by the Ohio Department of Education and Workforce (ODEW) and the legislature
- Currently maintain and support the following accounts
  - Google: 79,706 active, 12,088 suspended
  - Active Directory: 80,890 enabled users, 1,291 Groups, 4,890 Computers
- Conducted over 167 in-person and virtual trainings last school year
- Received over 12,705 helpdesk tickets during the last 12 months
- Host student and fiscal data for nearly 50,000 students and staff
- Support and train on the Frontline ProgressBook Suite
  - StudentInformation - (Attendance, Schedules, Report Cards, Transcripts, etc.)
  - GradeBook, ParentACCESS, & DataMap
- Create and maintain 151 Standards Based Interim & Report Cards
- Support Harmony (report generator using StudentInformation data)
- Support EMIS CrossCheck (data verification)
- Support and train on all EMIS reporting requirements
- Support ODDEX - Ohio District Data Exchange
- Provide data integration to third party products (currently over 100 on record)
- Support and train on Fiscal Applications - USAS, USPS, Inventory, and Employee Self-Service (ESS)
- Connect third party vendors such, as but not limited to, Strategic Solutions (SCView), Frontline, Bonefish, etc. to applicable fiscal applications
- Support WebGAAP utilization and processes
- Provide VPN access for over 330 users
- Provide Directory Services for all phone customers
- Manage/support 1750+ wireless access points and 155 switches in 18 district networks
- Monitor over 330 network devices
- Track over 3,000 network metrics on monitored devices
- Manage 49 points-of-presence on our WAN
- Scan/Detect/Filter over 60 terabytes of network traffic daily
- Block over 65,000 bad network connection attempts per day
- Block over 37,000 websites per month with GoGuardian
- Provide phone services to 20 school districts
- Provide phone service to 5,200 phones
- Backup and house 53+TB of data
- Hosted Customer Virtual Servers 27
- Blocked 611,000 spam messages last month
- **AND a host of other services, too many to list.**

# Network Services - Reminder

## Password Policy Reminder

Passwords now need to be a minimum of 16 characters. They also need 3 of the 4 complexity rules, i.e., uppercase, lowercase, numbers, and symbols. Don't forget to turn on Google multifactor authentication to make your password expire in 365 days not 90!

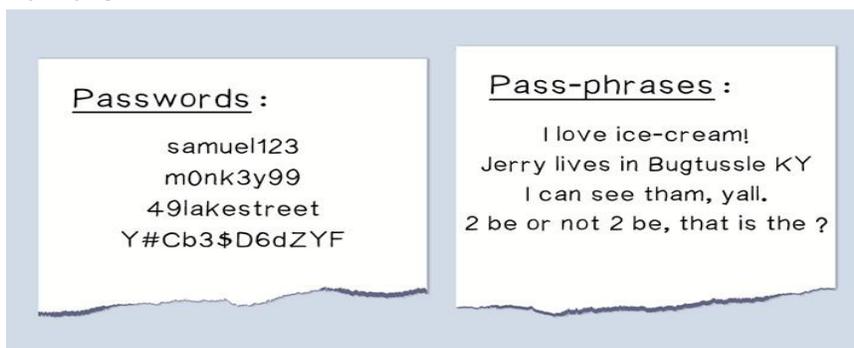
Click [HERE](#) for more information.

We are staying compliant with Cybersecurity Standards.



## 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](mailto: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!). The format can even vary by grade level!



## 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. Click [HOW TO JOIN](#) for additional information.

# FISCAL SERVICES



## **R-HOUSE ROUNDTABLE**

Wednesday Oct 9, 2024 9am-12pm

## **EMIS ARCHIVE/INCREMENT TRAINING with WORKSESSION**

Thursday Oct 10, 2024 9am-3pm

## **ESS BEST PRACTICE TRAINING with TIMESHEET OVERVIEW**

Thursday Oct 24, 2024 9am-1pm

## **INTRO TO USPS/USAS TRAINING**

Thursday, Nov 14, 2024

USPS 9am-12:00pm

USAS 1pm-3:00pm

## **FIVE YEAR FORECAST WorkSession**

Thursday Nov 21, 2024 9am-3pm

## **CALENDAR YEAR END TRAINING USPS/USAS**

Thursday Dec 5, 2024

USPS 10am-11:30pm

USAS 1pm-2:30pm

Please make sure that you register for the upcoming events along with all worksessions on the ACCESS website [www.access-k12.org](http://www.access-k12.org)  
Please log in using your email alias (everything before the @sign) and your email password

## **Worksessions**

**All worksessions are open between 9am and 3pm**

Thursday Sept 19

Thursday Oct 10

Thursday Oct 24

Thursday Nov 14

Thursday Nov 21

Thursday Dec 5

Thursday Dec 12

Thursday Dec 19

Thursday Jan 9

Thursday Jan 16

Thursday Jan 23

# FISCAL SERVICES

## Kiosk to ESS Migration



By the time you are reading this, we will have migrated all but 3 of our 20 Kiosk districts to ESS!

It has been a bit of a whirlwind, but overall a smooth transition.

SSDT continues to make updates weekly, so keep the suggestions coming!

SSDT has been very responsive to the needs of the districts so far.

We will be holding a training session on Thursday, October 24th from 9-1 to answer any questions and get a little more in depth with what the system does, along with a demo of the new Timesheet module.

Hope to see you there!

## vendor Merge

**WE'VE GOT  
EXCITING  
NEWS !!**

When viewing a Vendor, qualifying vendors will have the Merged Vendor button available. This button will only be available for vendors that are eligible to be merged or vendors that have already had other vendors merged into it.

A vendor is eligible to be merged if it is active and there are other vendors that have the same Tax ID Type, Tax ID#, and Type 1099.

If there are no other vendors with this information it is not eligible to be merged and therefore the Merged Vendors button will be greyed out

We will be covering this procedure at our R-House Roundtable on October 9, however, you can check it out now by going to:

[:https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573254/Vendors#Vendors-MergeVendors](https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573254/Vendors#Vendors-MergeVendors)

# STUDENT SERVICES



## Training Recordings

We recorded all of our recent trainings 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 see what's available](#)

## Upcoming Student Information Trainings

We have conducted several trainings so far but there are more coming up! Please make sure to share this information with users (especially those who are new) in your district. If you wish to attend a scheduled session but are unable to do so, the trainings will be recorded. Please visit the ACCESS Student Services Training page for a description of each session.

Please visit the [ACCESS Student Services Training page](#) for a description of each session.

### Fees

Tuesday, September 17th from 9:00-11:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

### DataMap Refresher

Wednesday, September 25th from 9:00-11:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

### HB410

Tuesday, October 8th from 9:00-12:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

### Generating and Publishing Report Cards in Student Information

Tuesday, October 15th from 9:00-10:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

### Generating and Publishing Report Cards in GradeBook

Tuesday, October 15th from 9:00-10:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

## SameGoal In-Person Training at ACCESS

Wednesday, September 11, 2024

General Training - 9 am - 11 am

Admin and Super User Training - Noon - 2 pm

[REGISTER](#)



# STUDENT SERVICES (con't)

## Students using Google credentials to log into ParentAccess

In order for students to login with these credentials, the Account Import in GradeBook > PA Admin will need to be ran to sync the student's email address from StudentInformation. This process populates the student's email address in the Issuer Email Claim field in PA Admin > ParentAccess Account Maintenance. **Don't forget to run this process frequently to sync new students!**

### Manage Accounts

#### [Registration Key Maintenance](#)

Create and maintain system generated registration keys.

#### [Export Registration Keys for Letters](#)

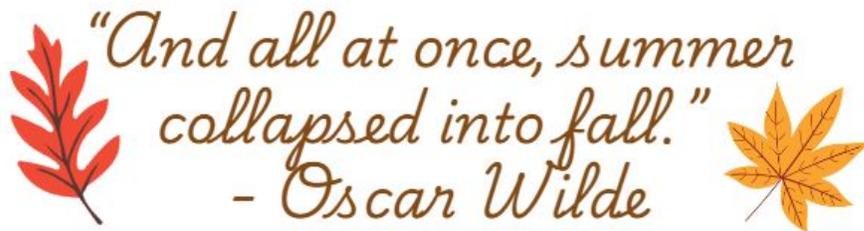
Export registration keys in CSV file to produce letters.

#### [ParentAccess Account Maintenance](#)

Update user accounts.

#### [Account Import](#)

Import user accounts.



## It's time for RIMPs!

In the 2024-2025 school year, districts and schools are required to develop and implement RIMPs for specific students in grades K-5.

### Which Students Must Have a RIMP in Grade 4?

All students, including students with disabilities, who are promoted to fourth grade will require a RIMP if either of the following scenarios is true:

- Students who had a RIMP in grade 3 and did not score proficient (700 or higher) on Ohio's State Test for grade 3 English language arts
- Students who did not meet the promotion score on Ohio's State Test for grade 3 English language arts but the student's parent or guardian, in consultation with the student's reading teacher and principal, requested the student be promoted to grade 4. **These same students must receive 90 minutes of daily reading instruction that includes intensive intervention.**

### Which Students Must Have a RIMP in Grade 5?

Any student, including students with disabilities, that had a RIMP in grade 4 and scored below 700 on Ohio's state test for grade 4 English language arts must continue to have a RIMP developed and implemented in grade 5.

## \*DataMap Districts\*

Reminder! Administrators will need to go into Admin > Manage RIMP Codes and select the RIMP codes for the 2024-2025 school year.

Need to know how to enter RIMPs into DataMap? [Click here to view the training recording.](#) You will need to be logged into the ACCESS website in order to view the link.

## EMIS Framework - All district staff have a role!

ODEW has dedicated a page on the [ODEW website](#) with information to provide an understanding of how EMIS works. The information available explains the data included for EMIS reporting along with the various district personnel that impact data. Take a look at the available documents and see how your daily tasks affect your district's EMIS data and reporting!

## EMIS Data Collection Calendar - 2024 - 2025 - Draft

Fy25 - EMIS Data Collections

### EMIS Data Collection Calendar for 2024-2025

#### By Open Date

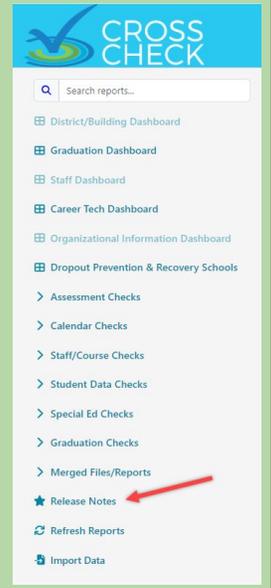
	Data Set	Open Date	Close Date
Calendar Collection - Initial (FY25) (2025CINIT)	C	7/1/2024	9/26/2024
Student Cross Reference (FY25) (2025SSCRS)	S	7/1/2024	7/11/2025
Student Contact(s) Collection (FY25) (2025SSSDT)	S	7/1/2024	7/11/2025
Retention/Promotion - Grade 3 Only (FY25) (2025SRTNT)	S	7/11/2024	9/5/2024
SOES Beginning of Year Student Collection (FY25) (2025SAODE)	S	8/8/2024	12/20/2024
Beginning of Year Student Collection (FY25) (2025S1TRD)	S	8/15/2024	12/20/2024
Five Year Forecast - Initial Required (FY25) (2025P0000)	P	9/1/2024	11/30/2024
Staff and Course Collection - Initial (FY25) (2025L1STR)	L	9/5/2024	1/29/2025
Summer and Fall End of Course Assessment Collection (FY25) (2025AGEFL)	A	9/19/2024	3/21/2025
Kindergarten Readiness Assessment Collection (FY25) (2025AGOFL)	A	9/19/2024	3/28/2025
Current Graduation Credit Progress Collection (FY25) (2025SGRCR)	S	9/19/2024	9/12/2025
Student Course Grade Collection (FY25) (2025LCGRD)	L	9/19/2024	9/12/2025
Calendar Collection - Final (FY25) (2025CFINL)	C	10/3/2024	8/6/2025
Tier 1 Dyslexia Screener Collection (FY25) (2025ADSFY)	A	10/3/2024	8/6/2025
Reading Diagnostics Collection (FY25) (2025ARDFY)	A	10/3/2024	8/6/2025
Initial Exiting Student Follow up (FY25) (2025S1EXT)	S	10/17/2024	1/7/2025
Fall 3rd Gr ELA and Reading Collection (FY25) (2025AGNFL)	A	10/17/2024	3/7/2025
DPR Growth Assessment Collection (FY25) (2025AGDFY)	A	10/17/2024	7/16/2025
Child Outcome Summary Assessment Collection (FY25) (2025AGMFY)	A	10/17/2024	8/22/2025
Five Year Forecast - Initial Optional (FY25) (2025P1OPT)	P	12/1/2024	3/31/2025
Midyear Student Collection (FY25) (2025S2TRD)	S	1/2/2025	4/25/2025
SOES End of Year Student Collection (FY25) (2025SBODE)	S	1/2/2025	7/16/2025
OELPA Assessment Collection (FY25) (2025AGFSP)	A	1/23/2025	8/6/2025
Final Exiting Student Follow up (FY25) (2025S2EXT)	S	2/6/2025	8/6/2025
Staff and Course Collection - Final (FY25) (2025L2FNL)	L	2/6/2025	8/6/2025
Spring Alternate Assessment Collection (FY25) (2025AALTS)	A	2/6/2025	8/6/2025
Career Tech Accountability Assessment Collection (FY25) (2025ACTSP)	A	2/6/2025	8/6/2025
Other Accountability Assessments (FY25) (2025ANACC)	A	2/6/2025	8/8/2025
Spring End of Course State Assessment Collection (FY25) (2025AGESP)	A	2/20/2025	7/16/2025
Spring State Assessment Grades 3-8 Collection (FY25) (2025AGNSP)	A	2/20/2025	7/16/2025
Five Year Forecast - Required Spring Update (FY25) (2025P2MAY)	P	4/1/2025	5/31/2025
End of Year Student Collection (FY25) (2025S3TRD)	S	5/1/2025	7/16/2025
Graduation Collection (FY25) (2025G0000)	G	5/1/2025	10/10/2025
Five Year Forecast - Final Optional (FY25) (2025P3OPT)	P	6/1/2025	8/31/2025
Financial Collection (FY25) (2025H0000)	H	6/5/2025	8/30/2025

Shading indicates date or other changes from prior version of schedule

## EMIS CrossCheck

CrossCheck is opening for FY25 starting on Monday, September 9, 2024! In order to see data as expected, a district must prepare the FY25 Calendar and FY25 Student collection.

Please take a few minutes to review the September 2024 Release Notes to see all the updates that have taken place! Release Notes are located in CrossCheck in the left navigation panel.



### **ACCESS EMIS Trainings and Worksessions**

<b><u>ACCESS EMIS Trainings and Worksessions</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
<i>FY25 Calendar Reporting</i>	<i>Tuesday</i>	<i>September 10, 2024</i>	<i>1:00-3:00</i>
<i>EMIS Alliance - Troubleshooting Graduation Reports</i>	<i>Wednesday</i>	<i>September 18, 2024</i>	<i>9:00-12:00</i>
<i>Career Counselor / EMIS Coordinator Meeting</i>	<i>Tuesday</i>	<i>September 24, 2024</i>	<i>9:00</i>
<i>EMIS Worksession</i>	<i>Thursday</i>	<i>September 26, 2024</i>	<i>9:00-12:00</i>

The above events have been scheduled for the month of September. Registration for all events is available from the [ACCESS website](#).

### **ODDEX Modules - GRAD**

The new ODDEX Grad module gives users the ability to monitor and verify the progress students are making with graduation. Users with the appropriate access can select the Grad drop-down in the ODDEX navigation bar. Access to ODDEX and Grads is granted to staff with the proper OEDS roles (found [here](#)).

Data shown in this module is derived from data submitted by your district to EMIS and is updated weekly.

Users may gain access to the Grad module within ODDEX by using the Grad link on the navigation bar.



All users who have access to the Grad module can create reports and export available data. For details of each option select the appropriate link below:

[\\*Progress Reports](#)

[\\*Grad Program Code Information](#)

[\\*Early Warning System](#)

*“Data really powers everything that we do.” — Jeff Weiner*

INFOhio digital resources are **free** to all Ohio K-12 students and teachers subsidized by the ODEW.

## Welcome Back!

The INFOhio team hopes you had an amazing summer and are coming back to school refreshed and ready for the year!

Do you have a guiding word or phrase for this school year? Are you focused on student achievement? Are you accelerating learning? Are you helping students cultivate employability skills? Are you prioritizing student (and your own!) wellness?

Whatever your vision is for the year, INFOhio can help you be successful. Browse the new resources for students and educators in [Educator Tools](#). More than 6,200 were purchased for the INFOhio permanent collection, so you can rely on them to be there year-after-year.

Whether you're just starting with INFOhio or have been with us for years, you can look forward to a year filled with growth, exploration, and discovery — for students and educators alike!

Have a great year!  
Erica Clay  
Director of INFOhio

## Resource Links

<https://www.infohio.org/>  
<https://www.infohio.org/educators>  
<https://www.infohio.org/parents>



Aside from electronic resources, INFOhio supports school district physical library collections. When checking out books, etc., you are using INFOhio Workflows. Ask your librarian for assistance.



# Resources

## **YOUR REPRESENTATIVES for 2024-2025 - Mahoning & Columbiana Counties**

The **ACCESS Board of Directors** meet monthly. Current board members are:

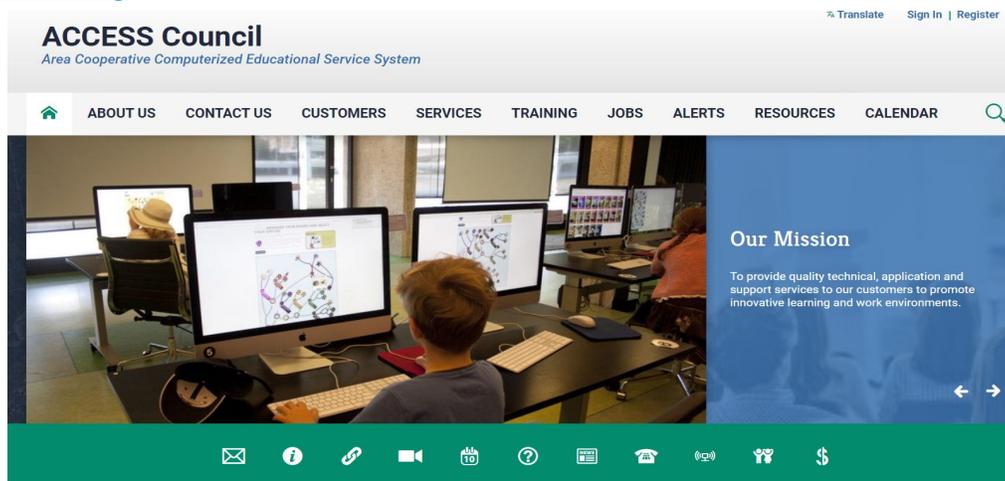
- Dr. Donald Mook, Chair, Superintendent, Columbiana Exempted Schools
- Mr. Pete Pirone, Vice Chair, Superintendent, Struthers City Schools
- Ms. Charlene Mercure, Secretary, Treasurer, Crestview Local Schools
- Ms. Marie Williams, Superintendent, Columbiana County ESC
- Dr. Traci Hostetler, Superintendent, ESC of Eastern Ohio
- Ms. Dawn Welsch, Treasurer, Sebring Local Schools
- Mr. Eric Lowe, Superintendent, Beaver Local Schools
- Ms. Rachael Smith, Superintendent, Springfield Local Schools
- Mr. A.J. Ginnetti, Treasurer, Boardman Local Schools, alternate
- Ms. Jennifer Coldsnow, Treasurer, Leetonia Schools, alternate

### **Assembly Overview & Composition**

The Assembly is the overall governing body of ACCESS. The Assembly makes decisions regarding programs, fees, budget, and policy. The Assembly is composed of the Superintendent of each of the [Member Districts](#). The Assembly meets twice a year.

Visit the **ACCESS web page** for additional information about our organization.

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





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

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