Principal's Checklist of Online Resources

Log on to OCS website (www.ocsww.org)**. (**Click **Employee Login** in upper right corner**)**

    User Name:_____ Password Hint:_____

    Direct questions to: OCS@seattlearch.org

My Payroll Office (UltiPro) Website: https://n22.ultipro.com/Login.aspx?ReturnUrl=%2f

    User Name:_____ Password Hint:_____

My Applitrack Apply for job vacancies
    User Name:_____ Password Hint:_____
    Direct questions to: krista.harrell@seattlearch.org

My Safe Environment and Background Check: http://www.virtusonline.org/

    User Name:_____ Password Hint:_____

My Aesop (if applicable):

    User Name:_____ PIN:_____

☐ **Applitrack Admin** Post job vacancies, interview and hire: https://phl.applitrack.com/seattlearch
    School User Name:_____ (Like: myschool-mycity)
    Password Hint:_____
    Direct questions to: krista.harrell@seattlearch.org

☐ **Aesop Admin** Substitute system activated in August 2015. Sign in: Absence Management
    User Name:_____ Password Hint:_____
    Direct questions to: krista.harrell@seattlearch.org

☐ **Archdiocese Web Directory Editor (Find a school):** Annual Print deadline May 31. Update regularly.
    User Name:_____ Password Hint:_____
    Access www.seattlearchdiocese.org. Click on "Editor Login" (bottom right in the footer). For User information click the "Email Web Development" link under the login screen to email for User Name or password.

☐ **Safe Environment Coordinator Tasks**
    Job Description: http://www.seattlearchdiocese.org/Assets/SEP/6295_JobDescription.pdf
    Virtus Website: www.virtusonline.org Monthly reports, and annual report deadline May 31.

    User Name:_____ Password Hint:_____
    Direct questions to: sep@seattlearch.org

☐ **User Group Administrative Access (if you are a member)**
- PowerSchool (SIS) **User Name:**_____ **Password Hint:**_____
- ALMA (SIS) **User Name:**_____ **Password Hint:**_____
- Follett Destiny (Library) **User Name:**_____ **Password Hint:**_____
- ACRE (Religious assessment) **User Name:**_____ **Password Hint:**_____

    Direct questions to: OCS@seattlearch.org

☐ **NWEA- MAP Elementary Assessment**
    MARC Database User Name:_____ Password Hint:_____
    DestinationPD User Name:_____ Password Hint:_____

KEEP THIS CHECKLIST IN A SAFE PLACE – Use hints for passwords

OCS Public Home Screen: click Employee Login

Enter Username and Password, then click **Sign in**.

Get Username and Password.

My Desk Useful tools (available after login)
- OCS Contacts (Employee lists by role, grade, position, subject, region)
- Documents and Forms -- All OCS Forms (mostly fill-in PDFs)
- Tools and Reports (School Data Annual Reports, etc.)
- OCS Central Calendar and School Calendars
- School Office Support Resources (How-to and Help files)
- Catholic Schools Employee Database (CSED) – Your Employee List
- Instructional Resources and Assessment Search
- Monthly Tasks
- Resource Links

My Desk area (Varies by permissions)

OCS Contacts
- All Contact Lists
- Instructional Resources
- OCS - Fulcrum Directory (PDF)
- Pastoral Support
- Principals/Presidents
- Publishers
- Regional Contact List (PDF)
- Resources - People
- Schools Directory (PDF)

Instructional Support
- Cohorts and Consortiums
- Curriculum
- Government Programs
- Instruction and Assessment

Documents and Forms
- *All OCS Forms
- Admin Support Resources
- EDvantage
- Employee Help: Handbook/Login
- Policy Manual
- Policy/Procedure Appendix
- Records Retention Schedule for Schools
- School Office Support Staff Resources

Tools for Data Input
- 2017 - 2018 Academic Calendar
- Aesop (Frontline) Campus User
- AppliTrack (Frontline) Admin User
- CS Employee Database (CSED)
- NWEA - MAP Destination PD
- NWEA - MAP MARC
- Observer Tab
- Spring Data Collection

My Tasks
- Academic School Calendar 2017-2018
- Aesop Substitute Management
- Archdiocesan Retirement Program
- Benefits Office: HR InTouch
- Monthly Tasks for Principals
- Monthly Tasks for School Office Staff
- Navia Benefit Solutions
- Online Checklist for Principals
- Online Checklist for School Office Staff
- Online Checklist for Teachers
- Seattle Archdiocese Website Editor
- UltiPro - Payroll link
- Virtus - Safe Environment

Reports for Data Output
- All School Calendars (Read Only)
- Assessment Search
- Core Data Reports
- Instructional Materials Search
- IOWA Annual Achievement Data-ISL-B-3
- ITBS Annual Achievement Data-ISL-B-3
- School Achievement (Spring data)
- School Data Annual Reports

Resource Links
- Chancery: Archdiocese of Seattle
- Chancery: Benefits Services
- Chancery: Human Resources
- Chancery: Parish Financial Services
- Chancery: Payroll Services
- Fulcrum Foundation
- Northwest Catholic
- OCS Facebook
- OCS Website for Parents
- On the Horizon
- WA State Legislators - Email list

Communication Channels

The OCS communicates primarily through email and exclusively uses school work emails (e.g. jdoe@school.org)

- Weekly Mailings for school leadership
- Superintendent Blog (bi-weekly)
- Teacher Monthly Mailings
- School Office Mailings
- OCS website (ocsww.org) – Latest Articles, Forums, Blogs, etc.
- My Desk: All Contact Lists – Employees by role, grade, position, subject, region
- Traditional: Phone, Mail, Email, Go To Meeting
- OCS Facebook (www.facebook.com/seattle.catholic.schools)
- Media – Audio & Photo Gallery

Convenient banners on our website

- Black banner: My Desk / Forums / Blogs / Media / About Us / Contact Us
- Blue banner: Our Schools / School Finder / Mailings / Personnel / Accreditation / Curriculum / Prof. Development / Employment / Facebook

Information schools send to OCS using online tools

- Academic Calendar
- School Data Collection (NCEA)
- Employee Database (CSED)
- Mach Forms requests for meeting registrations
- Survey Monkey - surveys
- AppliTrack – Job posting and employment
- Aesop Substitute Management

Information available from dynamic reports

- All schools Academic Calendars
- School Data Annual Reports (2008-Current)
- Assessment and Instructional Materials
- School Achievement-Spring Data
- Technology Survey and Reporting

Other information available in MyDesk

- Personnel - Policy & Procedure, All Forms
- Accreditation - Resources
- Curriculum - Links and Files
- Documents and Forms
- Help and Monthly Tasks
- Records Retention Schedule for Schools
- Edvantage – Online Professional Development
- Resource Links