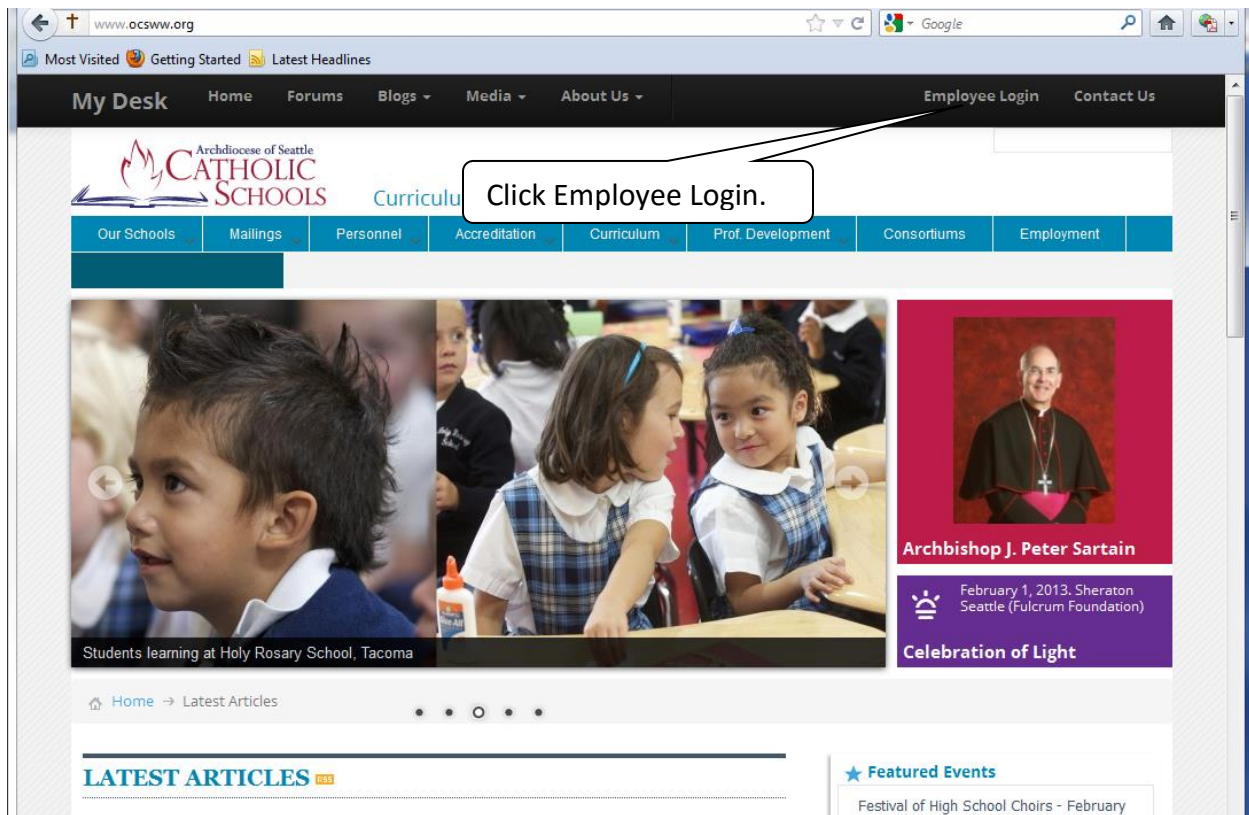


# CSED Editing Tutorial

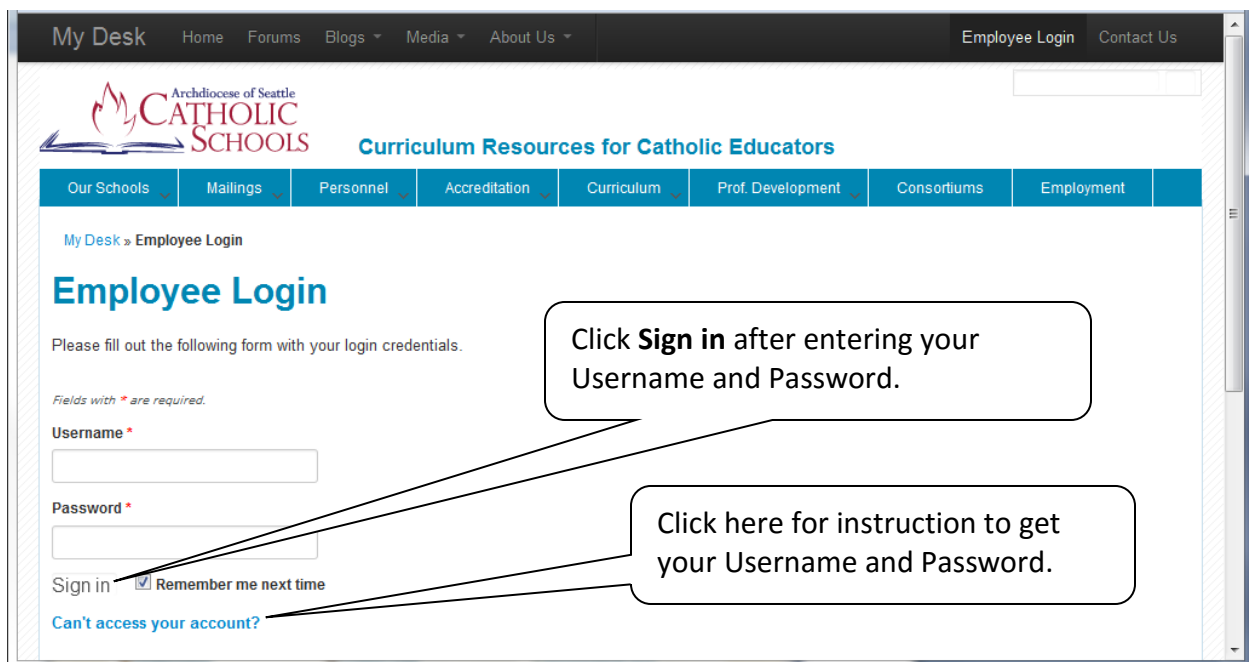
## Login as an Employee

Direct your browser to: **ocsww.org** (Office for Catholic Schools of Western Washington)



Enter your Username and Password and click **Sign in**.

If you have forgotten your user name or password, click on **Can't access your account?**



# My Desk - your main work screen

Click on the **My Desk** button and on **CS Employee Database** under the Tools heading. (This screen is often updated and may not be identical to the one you are now viewing.)

The screenshot shows the 'My Desk' interface for the Archdiocese of Seattle Catholic Schools. The top navigation bar includes 'My Desk', 'Home', 'Forums', 'Blogs', 'Media', 'About Us', 'Principal', and 'Contact Us'. A search bar is located on the right. Below the navigation bar is a banner for 'Resources for Catholic Educators' with a list of links: 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', 'Employment', and a Facebook icon. The main content area is titled 'My Desk' and features a prayer quote: 'We pray for the gift of the Holy Spirit to guide us in all that we do in our relationships, our teaching, and in our thoughtful interactions with students and parents. Amen.' Below this are several sections: '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)), '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), 'Settings' (Change My Password), 'Instructional Support' (Consortiums, Curriculum, Government Programs, Instruction and Assessment, Marketing Enrollment), '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), '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), and '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). A callout points to the 'CS Employee Database (CSED)' link in the 'Tools for Data Input' section, stating 'Click here for CSED.'

You will see your School Dashboard where you can add, edit, and download employee data. In general you will want to go straight to your Employee List.

The screenshot shows the 'CS Employee Database' interface. The top navigation bar is the same as the previous screenshot. Below the navigation bar is a banner for 'Resources for Catholic Educators' with a list of links: 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', 'Employment', and a Facebook icon. The main content area is titled 'CS Employee Database' and features a 'School Dashboard' section. Below the dashboard are three links: 'EMPLOYEE LIST', 'DOWNLOAD / EXPORT', and 'Tutorial: CSED Editing'. Callouts point to these links: 'Click here to see your employee list.' points to 'EMPLOYEE LIST', and 'Click here to download your list.' points to 'DOWNLOAD / EXPORT'.

# Looking at your Employee List

The screenshot shows the 'Catholic Schools Employee Database' interface. At the top is a navigation bar with 'My Desk' and links to Home, Forums, Blogs, Media, and About Us. Below this is the 'Archdiocese of Seattle CATHOLIC SCHOOLS' logo and the text 'Resources for Catholic Educators'. A secondary navigation bar contains links to 'Our Schools', 'School Finder', 'Mailings', 'Personnel', 'Accreditation', 'Curriculum', 'Prof. Development', and 'Employment'. The main header is 'Catholic Schools Employee Database'. Below this is a breadcrumb trail: 'CSED Home > Employee List'. A callout points to a '+' icon next to 'Employee List' with the text 'Click here to add a new employee.' Another callout points to a red trash can icon in the 'Termination' column of the employee list with the text 'Click here to terminate this employee from your list.' A third callout points to a pencil icon in the 'Edit' column of the employee list with the text 'Click name to edit this employee. See page 6.' The employee list table has columns: Username, School Email, Position, Roles, and Termination. The first row is 'Leadership Academy' with email 'ocsleadershipacademy@gmail.com' and position 'Volunteer'. The second row is 'Ben' with email 'ben@seattlearch.org' and position 'Volunteer'. The third row is 'Kirk' with email 'kirk@seattlearch.org' and position 'Volunteer'. A search bar is located above the table. The table shows 64 records and is on page 3 of 3.

## Adding a new employee. Click [+].

We first show how to add a new employee. Click on the red [+] icon after the words Employee List. (See above.) The screen on the next page shows the minimum information that you need to enter to create an employee record. Remember, the employee will be able to log in and enter more complete information at a later date.

1. Enter first and last name. Middle name or initial is optional.
2. Whenever possible, use the school's email address, ([staffname@myschool.org](mailto:staffname@myschool.org))
3. We suggest you have a standard password for new users (like changeme)
4. Choose a Position from the drop-down menu. Hint: if you type T, it will automatically scroll to Teacher in the list. Choose the best fit from the given list.
5. Fill in FTE as a number between 0 and 1.0.
6. You may not have the Hire Date handy, so you might want to just click in the field and enter today's date.
7. Finally, the Role is preset to School Employee, so you do not need to enter a new role. If this employee has special roles assign as many additional roles as you see fit.

As the school administrator of CSED, you can reset (but not see) any employee password. By checking the box under Roles, the login name and password are sent to the user. This alerts the employee they can now log on and complete their personal profile information.

When done, click Save

Note: We are in a transition period and final edits have not been made for the 2017-2018 academic year. If you experience difficulties, please contact us at [ocs@seattlearch.org](mailto:ocs@seattlearch.org). If you send the information requested on the Create User screen, we will enter the employee. The Terminate option is currently working properly and should be used at the local level..

## Create User screen

My Desk Home Forums Blogs Media About Us Contact Us

Archdiocese of Seattle  
**CATHOLIC SCHOOLS**  
Curriculum Resources for Catholic Educators

Our Schools Mailings Personnel Accreditation Curriculum Prof. Development Consortiums Employment

**Catholic Schools Employee Database**

CSED Home Authentication Employee List Create User

### Create User

First Name\*:

Last Name\*:

Middle Name:

Email\*:

Password\*:

Position\*:

FTE\*:

Hire Date\*:

Roles\*: ☐ Role Definitions and Permissions

- ☐ Academic Calendar Editor
- ☐ AppliTrack Administration
- ☐ Archdiocesan School Board
- ☐ Archdiocesan School Board
- ☐ Curriculum
- ☐ Desti
- ☐ Family Life Coordinat
- ☐ Fulcrum TAP

☐ Check here to email login information (Username/Password) to this user.

An empty Create User screen ready to populate.

Sends email with Username and Password if checked.


Save your work!



After saving, you will be shown a more extensive screen of employee data (**see below**) that is intended to be completed during the school year when needed. However, you can at this point complete any or all of it. For example, if you are tracking Safe Environment compliance, you will want 100% participation on that field.


At any time you can exit CSED editing by clicking the My Desk or Home on the black banner at the very top of the page.

## View User after the Create User (or by clicking a name in your list)

Note: Some fields shown below may change in the future.

 The user was successfully updated.

 To Edit Test's details, please use  next to "Account Information".  
To edit Test's position(s), please scroll down and choose either the plus sign to add a position or pencil to edit single position.


Account Information  Edit Employee Information

Added: 08/10/2017 | Edit By: | Last Login: 01/01/1970



Reset/Send User Login Info

First Name:	Test
Last Name:	test
Middle Name:	
Username:	Test test
School Email:	you@school.org
Secondary Email:	
Catechist Certified:	(CCP Certified Date: 0000-00-00)
CIC Level I Certified:	No (CIC Level I Certified Date: 0000-00-00)
State Certified:	No
Previous Service Award:	( Years)
Next Service Award:	( Years)
Notes::	

Religion:	
Safe Environment ID:	N/A
Background Check Date:	0000-00-00
Roles:	School Employee

Current Positions  Add Position

Please add every position this employee has. For example, if the employee is a counselor and teaches in the classroom, that employee has two separate positions (Counselor and Teacher).

Position	School	Grades	FTE	CCP Certified	Hire Date	Action
Teacher	Office for Catholic Schools, Seattle		1.00	nc	08/10/2017	 Edit Position  Remove Position

## Editing a current employee and changing their password

To edit the *Account Information* shown above, click on the pencil icon and the large screen shown on the next page will allow for edits. One common edit is when an employee forgets their password; you can erase their old one and replace it with a new one (we suggest something simple like "changeme"). If the box above Save is checked, an email with Username and Password is sent by email to the employee. You should annually review the Roles assigned to employees. For example, your Liturgical Coordinator, may change from year to year. Roles are like duties and should not be confused with Positions. Positions are job descriptions like, Teacher, Principal, or Librarian. Don't forget to click Save at the bottom of the screen. (It is a long screen and you may need to scroll to see Save.)

## Edit Employee screen

Some info is “read only” and can only be entered and changed by OCS.

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Archdiocese of Seattle  
CATHOLIC SCHOOLS

Resources for Catholic Educators

Our Schools School Finder Meetings Personnel Accreditation Curriculum Prof. Development Employment

**Catholic Schools Employee Database**

CSSED Home Employee List Edit Employee

### Edit Employee

Title:

First Name:

Last Name:

Middle Name:

Username:

School Email:  **School email**

Secondary Email:

Password:  **Change Password here**

Notes:

**Role Definitions and Permissions**

- ☐ Academic Calendar Editor
- ☐ ASSOP Campus User
- ☐ ApplTrack Administration
- ☐ Archdiocesan School Board

Religion:

Safe Environment Date:

Background Check Date:

Previous Service Award:  Level(10,20,30,...):

Next Service Award:  Level(10,20,30,...):

Catechist Certified: ☐ Fall ☐ Winter

CIC Certified Date:  **CIC: New catechist program**

CIC Level I Certified: ☐ Yes ☐ No

CIC Level I Certified Date:

CIC Certified: ☐ Yes ☐ No

National Board Certified: ☐ Yes ☐ No

Notes:

☐ Check here to email login info (username/Password) to this user.

**Save** **Cancel** **Save your work!**

## Selecting and editing Positions

An employee may have multiple positions. It is easiest to edit a position by clicking on the pencil labeled Edit Position in the Current Positions box. (See page 5 screen.) Grades and Subjects may not be relevant for some positions (office staff but if the Position is Teacher, be sure to specify Grades and Subjects. Remember FTE stands for Full Time Equivalent and is a number between 0 and 1.0. If an employee holds multiple part-time positions, the total of FTEs should not exceed 1.0. Dates can be entered in many formats (such as April 20, 2001, or 4/20/01), but will be displayed in the format: yyyy-mm-dd.

**My Desk** Home Forums Blogs Media About Us Contact Us

CSED Home Employee List Edit Position

### Edit Position

Please fill out the form below for EACH position.

First Name\*: Teacher

Last Name\*: AA

School: Office for Catholic Schools, Seattle

Position\*: Teacher

Grades Taught:

- ☐ Pre-K
- ☐ K
- ☐ grade 1
- ☐ grade 2
- ☐ grade 3
- ☐ grade 4
- ☐ grade 5
- ☐ grade 6

Subjects Taught:

- ☐ Arts
- ☐ ASL
- ☐ Business
- ☐ Computer/Technology
- ☐ Drama
- ☐ English
- ☐ ESL
- ☐ Gifted

FTE\*: 1.00

Certified\*: Non-Certified

Hire Date\*: 2013-02-01

Terminated Date:

Save Cancel

Name shows, but cannot be edited.

As usual, don't forget to Save!

Why is Position so important? The Position entry should closely follow the employee's Covenant by identifying the job title and the FTE (Full Time Equivalent). The more specifically you identify an employee's position, the more complete the Archdiocesan wide contact lists will be. The All Contacts (My Desk screen on our website) allows all employees to access colleagues by Position.



# Terminating an Employee

By click the red shield on the right side of your Employee list, you can delete an entry. (See page 2 screen.) The screen below shows that an employee can be Terminated or Removed. The Terminate option removes the employee from your CSED list, but keeps a record in an archive. If an employee retires, resigns, or is not returning, use this option. The Remove option is used in cases where someone has accidentally been entered twice and you want to remove the duplicate. When removed, this record will not be archived. You can use the Remove option if you created a test employee to practice or show in a presentation and you want to erase it completely. Please review your CSED Employee list regularly and Terminate or Remove employee names that are no longer employed at your school. We suggest a review in June and September, minimally.

**My Desk** Home Forums Blogs Media About Us Contact Us

Archdiocese of Seattle  
**CATHOLIC SCHOOLS** Curriculum Resources for Catholic Educators

Our Schools Mailings Personnel Accreditation Curriculum Prof. Development Consortiums Employment

**Catholic Schools Employee Database** Import Users | School: --- Select Schools ---

CSED Home Employee List Terminate Employment

### Terminate Employment

**Please fill out termination date below.  
Please note that all current positions for this user will be removed as well.**

First Name: Teacher  
Last Name: AA

*Current Positions*

School	Position	Grades	FTE	Certified	Hire Date
Office for Catholic Schools, Seattle	Teacher		1.00	nc	2013-02-01

Terminated Date:

**Terminate Remove Cancel**

Callouts:  
- Name shows but cannot be edited.  
- Enter the date before pressing Terminate.

Summary of options:

**Terminate** – employee is leaving your school and employee data will be archived.

**Remove** – duplicate or fictitious employee data will be erased.

**Cancel** – exit without action.

Note: There is no Save or Confirm. The selected option is completed and confirmed as soon as you click one of these buttons.