

9. TRANSMITTING DATA

You should transmit on a daily basis. This will ensure that your current SDS data are transmitted to the home office and provide a back up of your data. Data at the home office are backed up on a daily basis. If you encounter computer problems, regular transmissions will ensure that data loss, if any, will be minimal. Another benefit of daily transmissions is to ensure that you have all the latest versions of computer software, data, and documents necessary to complete your tasks.

There are two ways to initiate the transmission process: selecting Data, Transmit from within the SDS (described in section 2.1.3.1) and the procedure described below which can be used if the SDS is closed.

Close all programs before starting the transmission process. This will ensure that the proper files are transmitted to and from Westat.

Please watch the transmission process for any possible disconnects or error messages. The specific steps in the process are outlined below:

1. Connect to Westat and open Internet Explorer

Before opening your browser, connect to Westat using the dial-up connection on your desktop. You will use the same phone number that you use in calling Westat to send and receive e-mail messages.

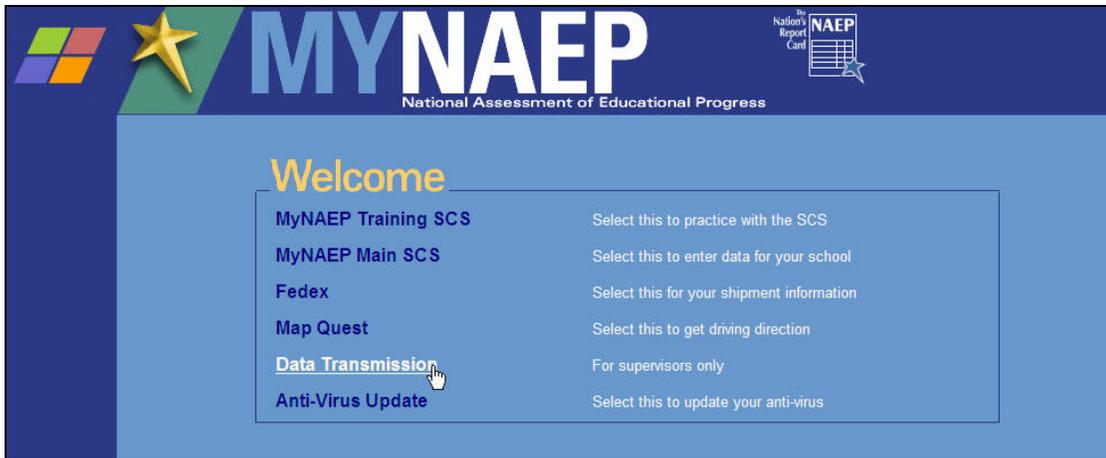
When you are connected (look for the double computer icon on the task bar in the lower right of your screen), double click on the Internet Explorer icon to open the browser.

2. Go to NAEPFOS

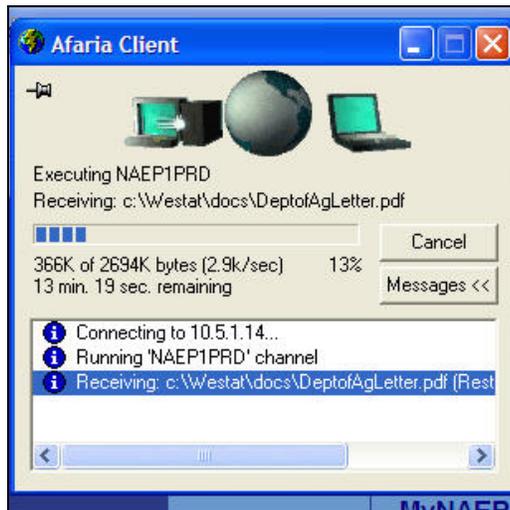
With the browser open, click on **Favorites** and select **NAEP FOS** which will take you to the web site **MYNAEP.FOS.WESTAT.COM**.

3. Data Transmission link

When you get to the welcome screen, single click on the **Data Transmission** option to begin the electronic file transfer.



A new window, called the Afaria Client, will appear in the upper left-hand corner of your screen. This window will show you the progress of the transmission.



This process is automatic and does not require any user intervention. During the first step in the transmission process, data are sent from the laptop to the home office. In the second step, new and/or updated files for your computer will be sent to you. These additions or updates may include new project documents, updated versions of software, and, eventually, updated student data from E-Sampled schools.

At the end of the transmission process, messages will indicate that the procedure has finished and the **Close** button will become active. Single click on the **Close** button to close the Afaria Client window.

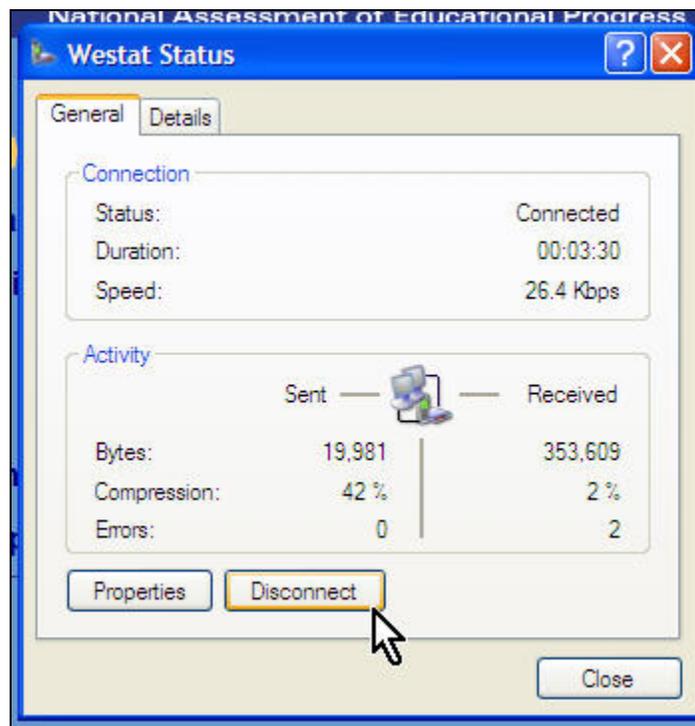


4. Close Internet Explorer

When the transmission is complete and you have closed the Afaria Client window, close Internet Explorer. You will then be returned to your computer's desktop.

5. Disconnect from Westat

If the disconnect dialog box does not appear, double click on the connection icon on the task bar (two computer screens). Click on the **Disconnect** button to end the telephone call to Westat. This is an important step since the connection time is billed to the study.



10. TAGGING, EXPORTING, AND IMPORTING FILES

10.1 Introduction

To facilitate data entry after the sample has been drawn, school files can be exported to another NAEP laptop with the SDS and student data entered with that laptop. Also, it is possible to export an Excel file from the SDS allowing for data entry using a computer that does not have the SDS, but has Excel. The procedures for tagging, exporting, and importing to and from the SDS and Excel and data entry using Excel are discussed in this section.

SINCE THE DELL INSPIRON 1300 LAPTOPS DO NOT HAVE BUILT-IN FLOPPY DISK DRIVES, YOU MUST REQUEST AN EXTERNAL DRIVE FROM THE HELP DESK.

Since the procedures described here will result in student data being copied onto diskettes, it is very important that the supervisor know at all times where every disk is located that contains student data. Disks may be returned to Rob Dymowski at Westat at any time during sampling if you want to clear your desk.

All disks containing student data not returned earlier must be returned with your laptop at the end of the field period.

The supervisor who is currently assigned as the supervisor for a particular region in the FRS will have that region's school data on his/her laptop. This supervisor will be referred to here as the "region supervisor."

Other laptops (issued to other supervisors) will have the SDS, but not the region's data. However, by following the instructions in this section, they can import a school file after the sample has been selected and use the SDS on their laptop for data entry after the sample has been drawn by the region supervisor.

Please note that the student sample must be drawn using the region supervisor's laptop.

After the region supervisor has selected the sample of students for a school and printed out the line numbers, he/she can follow the steps below so that another individual can do the student data entry.

Region supervisor activities:	<ol style="list-style-type: none">1. Selects the sample with the SDS and prints the sampled line numbers.2. Marks selected students on school's list of eligible students.3. Tags the school record in the SDS.4. Exports the data file to a floppy disk (in SDS or Excel format).
Other staff activities:	<ol style="list-style-type: none">5. Double-checks the selected students on the school's list of eligible students against the list of sampled line numbers.6. Imports the data file to his/her SDS (or work with Excel).7. Types in the names and demographic information for each sampled student.8. Runs the SDS Student Information Report.9. Has someone else double check data entry against the original list of students and makes necessary corrections in the SDS.10. Tags the school record for export.11. Exports the school's data file to a floppy disk in SDS format.
Region supervisor activities:	<ol style="list-style-type: none">12. Imports the school data file.13. Transmits data to Westat.

10.2 Sharing Files Among Field Staff

Occasionally, it is necessary to use field staff who live in other locations to help with data entry in the SDS. For these staff to assist in data entry, they will need the following:

- The school's list of students with the sampled students clearly marked.
- The Field Sampling Line Numbers Form for this school from the SDS.
- A diskette with the exported file from the SDS either in SDS or Excel format.

If the field staff who will be doing the data entry lives far enough away from the supervisor who selected the sample and printed the Field Sampling Line Numbers Form, the above 3 items must be sent using Federal Express.

As noted in the supervisor manual sampling chapter (Chapter 3), schools should not send field staff electronic files with student names and demographic data. All student

information will be sent as hard-copy lists with the school's demographic codes clearly explained on the list on in an accompanying document from the school.

Field staff will not work with electronic files of students nor send files of students as attachments to email messages.

If a school wants to send a supervisor an Excel file, the school should be encouraged to submit their file electronically (E-File) using the MySchool site.

If, for some reason, the school cannot or will not E-File their information, you should request that they print out the student information, clarify all codes used, and send the hard copy to you for sampling with the SDS.

10.3 Tagging a School Record

With the SDS open:

- Locate the name and NAEP ID of the school records to be exported.
- Click once on the school's name to highlight it.
- Click in box in the Tag column for this school.

Listing of School Information											
Project Name	Region	Area	School Name	ID	City	Samp Count	Num Samp	List Type	Data Check	Status	Tag
NAEP-2008/LTT	FL-2	1	Atlantic Elementary School	1210850	Fernandina Beach	33	1	SDS	Yes	Pending	<input checked="" type="checkbox"/>
NAEP-2008/LTT	FL-2	1	Bagdad Elementary School	1210770	Bagdad	0	0		No	Pending	<input type="checkbox"/>
NAEP-2008/LTT	FL-2	1	Bessie L Baggett Elementary	1310110	Powder Springs	62	2	SDS	No	Pending	<input checked="" type="checkbox"/>
NAEP-2008/LTT	FL-1	1	Bethune Bowman Middle High	4530080	Bowman	62	1	SDS	No	Pending	<input type="checkbox"/>
NAEP-2008/LTT	FL-2	1	Blackville Hilda High School	4530050	Blackville	0	0		No	Pending	<input type="checkbox"/>

If more than one school is to be exported to another laptop, continue this process until all schools to be exported to one diskette have been tagged.

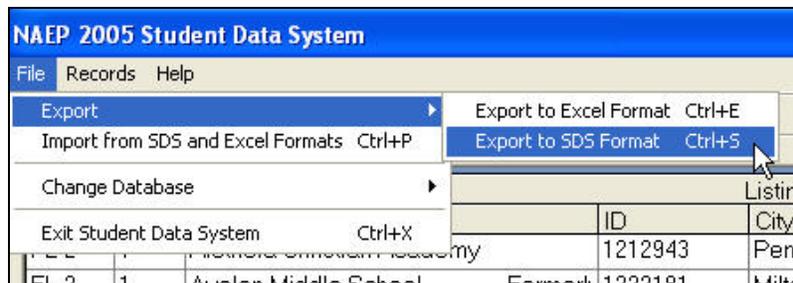
Suggestion: Keep the number of schools you export to 10 or fewer per laptop so that you know who has which schools.

Schools must be sampled before they can be tagged. If you try to tag an unsampled school, the system will not put a check mark in the tag box.

WARNING: All files that are exported in SDS format will have the same name – EXP2008.zip. If you plan to export more than one school to a diskette, all schools must be tagged and exported at the same time. If they are tagged separately and exported in SDS format, the succeeding files will replace the previous files on the disk.

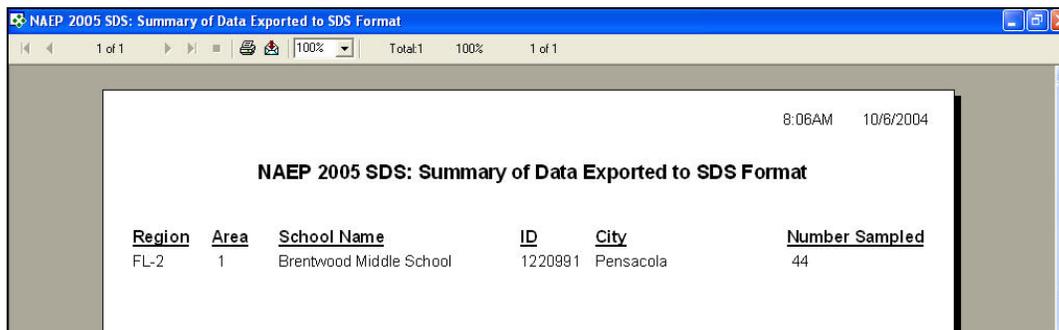
10.4 Exporting a School Record for Data Entry Using SDS

- Insert a new, blank diskette into the external disk drive.
- Select **File, Export, Export to SDS Format** from the menu bar in the SDS.



Export Files to Another Laptop

- You should see on your laptop screen a window (with a black background) open and close quickly. The SDS file is being compressed.
- The files will be copied onto the diskette and a list of the school names and other information will be displayed on the screen as shown in the example below.



Summary report of school files exported to diskette

- Print out this list of schools and write the name of the person to whom you are giving the diskette on the report.
- Remove the disk from the disk drive.

- Write the NAEP ID number for each school on the diskette label.

If you forget to put a disk in drive A, you will get a reminder as shown below.



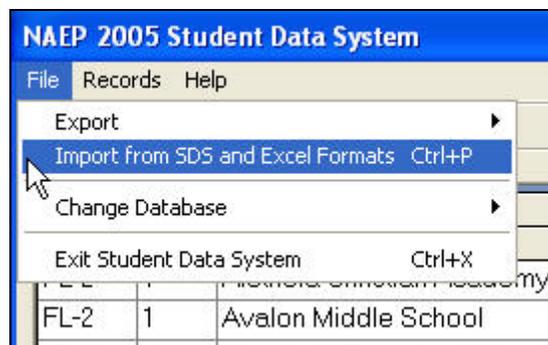
Warning – no disk in drive A

When this happens, click the **Yes** button, put a blank disk in drive A, and select **File, Export** again.

10.5 Importing School Data Files (SDS Format)

The following procedure will be used to copy a school data file from a diskette into the SDS on a laptop.

- Open the SDS
- Insert the diskette into the external disk drive
- Select **File, Import from SDS and Excel Formats** from the menu bar in the SDS.



Import Files

- All of the school files on the disk will be copied onto the laptop and a list of the schools will be displayed on the screen.

8:09AM 10/6/2004

NAEP 2005 SDS: Summary of Data Imported to Main Database from SDS Format

Backup file is called NAEP2005--6Oct04--0809AM.mdb

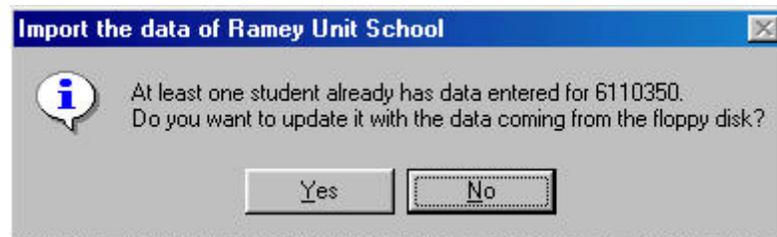
<u>Region</u>	<u>Area</u>	<u>School Name</u>	<u>ID</u>	<u>City</u>	<u>Number Sampled</u>
FL-2	1	Brentwood Middle School	1220991	Pensacola	44

Import SDS File

- If a printer is attached to the laptop, print out a copy of the list of schools and compare it to the list of schools exported. Write the school names and IDs on a piece of paper if no printer is available.
- The school information (region, area, name, ID, etc.) will be displayed on the main SDS screen.

As the file is imported, you will be instructed on the pop up window to click on the **Refresh Records** button after the file has been imported.

When the region supervisor imports a file back onto his/her laptop in which some student data have been entered (in the record in the laptop), the following notice will appear.



Import Reminder

This is a reminder that a session for this school already has some data in it on the importing laptop. Only click **Yes** if you want to overwrite the data already in the student records.

10.6 Untagging a School

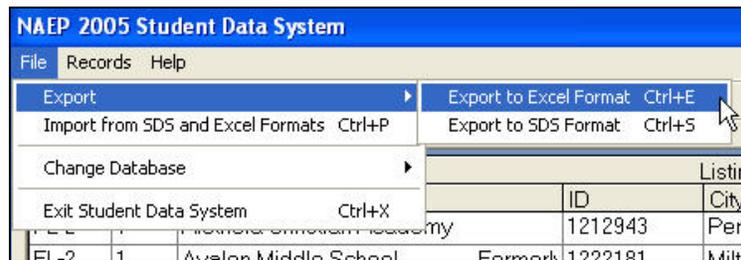
If, during the process of tagging schools for export, you discover that the wrong school was tagged, the school can be untagged so that it will not be copied onto the diskette.

- In the Main View, click on the school that you want to untag and click in the tag column to remove the check mark.

10.7 Exporting a School Record for Data Entry Using Excel

Exporting a school record as an Excel file, will allow student data entry with a personal computer that does not have the SDS.

- After tagging one or more schools as described above (Section 10.3), select **File, Export, Export to Excel**.



Export to Excel

- After you select this option, the system will create one Excel file per tagged school using the school ID number as the file name (for example 9924500.xls).
- After the file has been created, a report is generated by Crystal Reports showing the school information. Print the report so you have a record of the files. On the report, write the name of the person to whom you are giving the disk and the date.

8:13AM 10/6/2004

NAEP 2005: Summary of Data Exported to Excel Format

<u>Region</u>	<u>Area</u>	<u>School Name</u>	<u>ID</u>	<u>City</u>	<u>Number Sampled</u>
FL-2	1	L. D. McArthur Elementary School	1210840	Pensacola	85

Summary Report of Data Exported

Write the NAEP ID number(s) on the diskette label.

10.8 Data Entry in Excel

NOTE: The school file(s) will be accessed on the diskette using Excel. The school file(s) shall not be copied onto the hard drive on another computer.

When the file is open, it will look similar to the example shown below.

	A	B	C	D	E	F	G	H	I
1	ListType	SampleNumber	SampleType	ID	Sessid	AdminLineNumber	SLFLineNumber	FName	MName
2	S	1	P	1210840	RS0401	1	1		
3	S	1	P	1210840	RS0401	2	2		
4	S	1	P	1210840	RS0401	3	3		
5	S	1	P	1210840	RS0401	4	4		
6	S	1	P	1210840	RS0401	5	5		
7	S	1	P	1210840	RS0401	6	6		
8	S	1	P	1210840	RS0401	7	7		
9	S	1	P	1210840	RS0401	8	8		

Excel File Ready for Data Entry

While it is not apparent from the screen shot above, if there is more than one session in the school, all sessions will be on this one worksheet. When doing data entry with the Excel worksheet, it is important to keep track of the “**Sessid**” – the Session ID – to be sure that the students are assigned to the correct session.

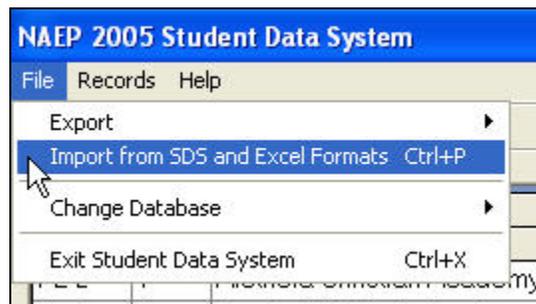
Parts of the Excel worksheet will be protected to avoid any changes. The columns A-G and first row are read-only. The data in columns A-G and the column set up (column width, for example) cannot be changed.

Data entry must be done very carefully when using these Excel files. Unlike the SDS, no error checking or range checking will be made when doing data entry in these Excel files, nor will there be any reminder of the codes for SD, ELL, etc. or the birth years that are allowed. Any data entered that are outside the allowed codes within the SDS will not be copied in the SDS for that school.

After data entry is complete, the file should be printed out so that the data can be compared against the hardcopy list of students from the school and corrected before importing the data back to the region supervisor's laptop.

10.9 Importing Completed Excel Files to the SDS

After the student data have been entered and double checked and the file saved on the diskette, the diskette should be inserted in the external drive of the region supervisor's laptop. Select **File, Import from SDS and Excel Formats**. (The system will look for both types of files and import all that are on the disk.)



Import File From SDS or Excel Formats

The file(s) will be copied into the SDS and a report will be generated. Print the report so that you have a record of the schools.

 A screenshot of a report window titled 'NAEP 2005 SDS: Summary of Data Imported to Main Database from SDS Format'. The window shows a table with one row of data. The table has columns for Region, Area, School Name, ID, City, and Number Sampled. The data row shows: FL-2, 1, Brentwood Middle School, 1220991, Pensacola, and 44. The report also includes a timestamp of 8:29AM on 10/6/2004 and a backup file name: NAEP2005--6Oct04--0829AM.mdb.

Region	Area	School Name	ID	City	Number Sampled
FL-2	1	Brentwood Middle School	1220991	Pensacola	44

Summary Report of Data Imported from Excel File

Remember:

- All diskettes containing student data must be returned to Westat no later than the end of the field period.
- If school files are exported onto a diskette for data entry using Excel, DO NOT copy the files from the diskette to the hard drive of the computer with Excel. All data entry must be done directly on the diskette.
- Student data sent to supervisors by schools will always be in hard-copy format.

F

APPENDIX F. SCHOOL CONTROL SYSTEM (SCS) USER'S GUIDE

2008 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS

Supervisor
School Control System (SCS)
User Guide

Conducted for:
National Center for Education Statistics
U.S. Department of Education

Conducted by:
Westat
Rockville, Maryland

November 2007

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1. INTRODUCTION

1.1 Background

Westat field managers and supervisors and the NAEP State Coordinators and home office staff will all access the same Internet-based computer system as sampled schools are contacted and recruited to participate in the National Assessment and during the assessment field period. This guide describes the features of the School Control System (SCS) as used by Westat supervisors. While the screen shots in this guide are from the Field Test SCS, they reflect the Arts SCS as well.

The SCS is located on a server at Westat. While all users of the system will be accessing the same database of schools, only those schools for which you are responsible will actually be visible to you and you will only be able to make updates to those schools. To access the SCS, you will log on to the Internet using the Web browser on the laptop supplied to you for this study or through any computer connected to the Internet.

The SCS was designed to be viewed using the default screen resolution of the NAEP laptops (1024 x 768) as will be seen in the screen shots in this user guide. If you change the screen resolution of your NAEP laptop to a lower resolution or increase the font size, you will not be able to see all of the SCS views without scrolling to the right and down.

Since all of the project staff and state coordinators will have immediate access to the NAEP data, it is very important that the information be as up-to-date and accurate as possible.

It is important to remember that some of the basic school information also will be available to the individual sampled schools via the MySchool Web site which makes it imperative that the information about the schools is correct and kept up to date. (More about this below.)

State coordinators also use the School Control System with a few minor differences in the screens and data. Those of you who will be working closely with these coordinators must remember that some of the screens that they see when they work in the SCS will look different from the screens that you have access to. For example, the only schools that they will have access to are the public schools in their states.

1.2 SCS Revisions and New Features

The SCS has remained relatively stable over the past few years, though there continue to be modifications and revisions in response to suggestions from users and reflecting changes in the study.

You are strongly encouraged to read through this user guide to fully understand the modifications in this version of the SCS.

As in past years, we ask you to forward suggestions for improvements and additional programmed reports to Dward Moore via email at DwardMoore@westat.com as you work with the system.

1.3 Linking Data Between the SCS and the MySchool Web Site

The letter being sent to schools inviting them to participate in NAEP will encourage them to log on to the MyNAEP MySchool Web site. The MySchool site will have information on the National Assessment, links to other Web sites related to NAEP, the name of the NAEP representative who will be working with the school, and specific information about the sampled school. In addition, schools wishing to submit their student lists electronically for student sampling will access the E-File system through step 2 of MySchool. The NAEP representative for the public schools will be the state coordinator and for the nonpublic schools initially it will be the field manager. Eventually, these names will be replaced with the name of the supervisor responsible for the schools.

The MySchool site will be personalized with information in our sample database on the school. An example is shown below.

Your Information	
School Name:	Andover Middle School
Principal:	
School Coordinator:	
Address:	1628 N Andover Rd Andover, KS 67002
Telephone Number:	(316) 733-5061
NAEP School ID Number:	2020040
Grade(s) to be Assessed:	8
Enrollment in Selected Grade:	0
Assessment Date:	02/01/2007

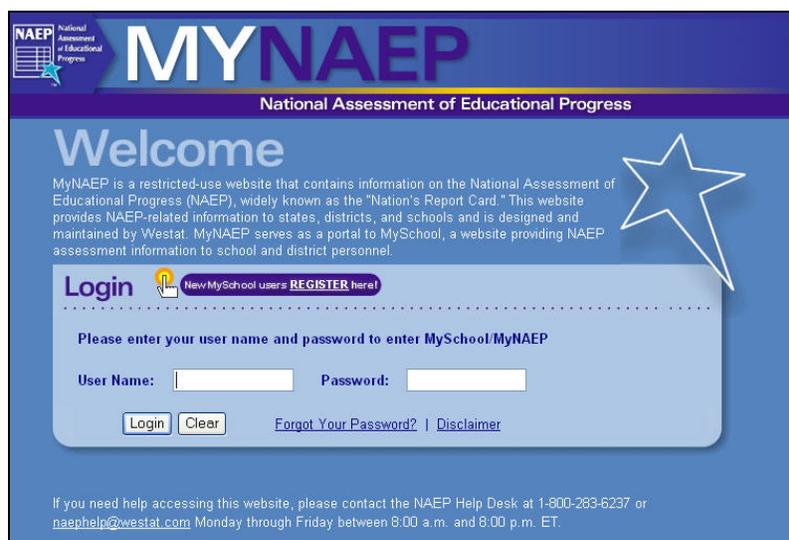
As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day. The link to E-Filing for student sampling will also be available unless, for public schools, the state coordinator has indicated that the district or the state will provide the student data for sampling purposes. Registered MySchool users will be sent an email message notifying them of new information available for them in their MySchool site.

Since the school-specific information in the MySchool site will come from the same database as the SCS, the supervisors must be very careful to double-check the school information in the SCS and be sure that it is up-to-date and accurate.

1.4 Getting Started in the SCS

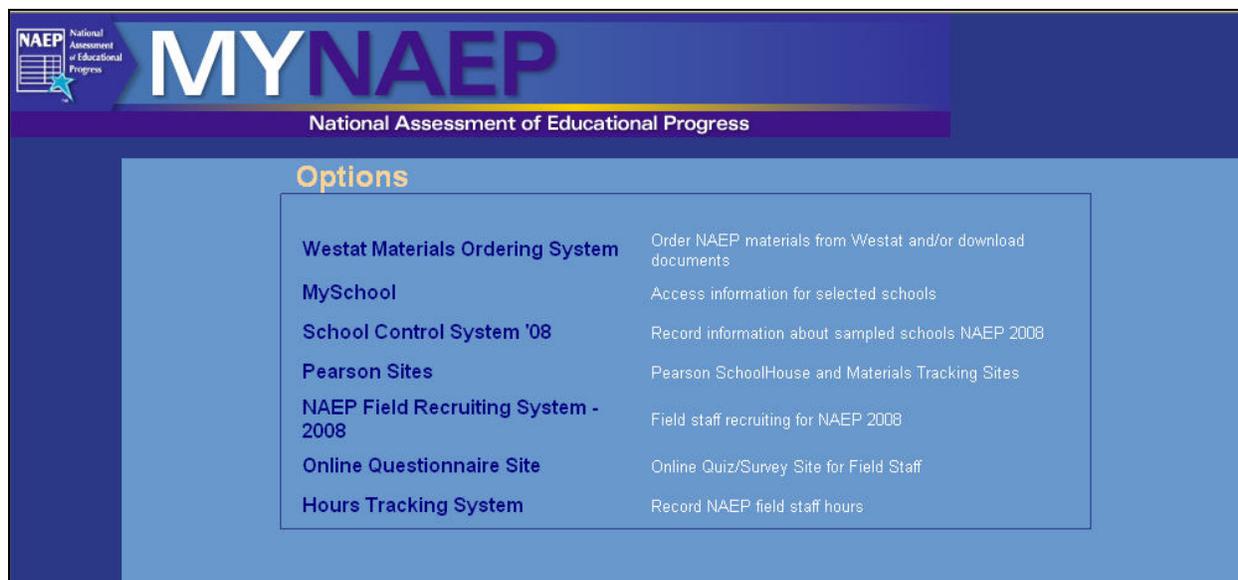
All work on the School Control System will be online. This will allow you to access the SCS using your NAEP laptop or any computer connected to the Internet.

When you are connected to the Internet with the NAEP laptop, the MyNAEP Welcome page should be your homepage. If not, go to **www.mynaep.com** which will take you to the Welcome page. Enter your user name and password and click on **Login**.



MyNAEP Log in Screen

After you enter your user name and password, you will go to the MyNAEP Options screen. Shown below is an example of the Options screen.



MyNAEP Options Screen

The list of options that one has will depend on what their position is and, therefore, which site they have access to.

Move the mouse pointer over the School Control System option and click.

1.5 Logging On Dos and Don'ts

It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user names and passwords, then your system will not be very safe. We strongly recommend that you do not set the browser to save such information. Internet Explorer on your NAEP laptop will not save such information. If you use your own computer to access the SCS, you also should have this feature turned off on your computer.

To log onto the system, you will need to enter two items, your user name and your password. Note that the password has a mixture of upper and lower case letters as well as numbers and a symbol.

The user name and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user name and password have been provided to you. Everyone will have a unique password and user name, which must be kept CONFIDENTIAL. Remember that we have promised the schools that their data are confidential. You must do your part to ensure that no one has access to this Web based database.

To enter your user name, mouse over the blank field following "User name:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user name. Then, press the **Tab** key or mouse over the blank field following the label "Password" and click to place the cursor in the field.

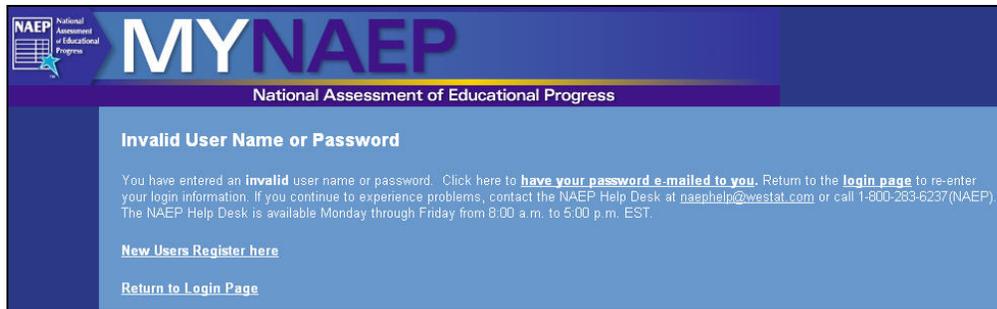
Be careful not to press the **Enter** key after typing your user name. If you do, the system will think that you are trying to log in without entering the password and you will get the following pop-up message.



If this happens, click on the OK button and then, click on the password field.

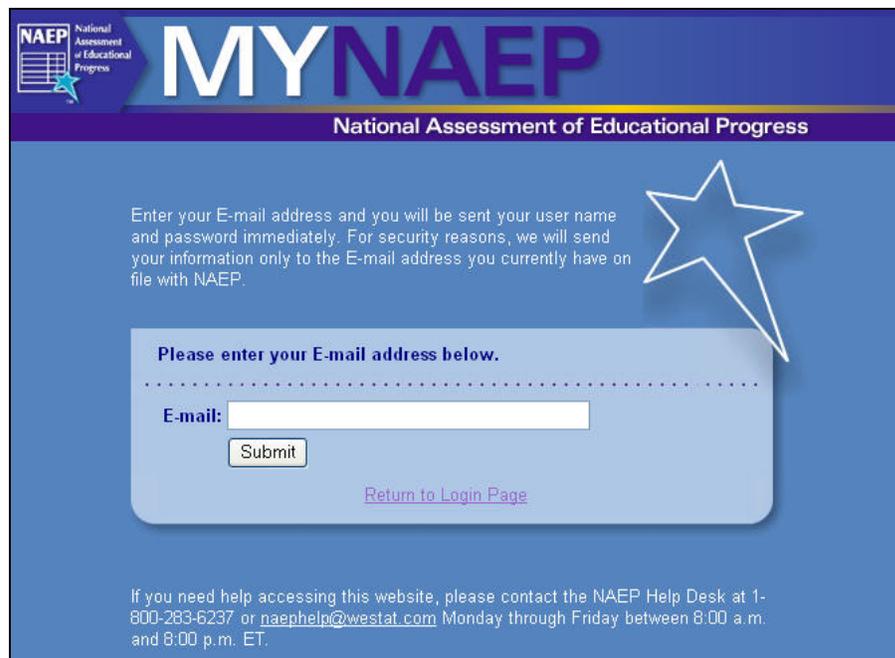
As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user name or password, you will get the invalid user name or password message shown below. If this happens, select the return hyperlink and carefully enter your user name and password again.



Invalid User Name or Password

The system will allow you to try as many times as you need. However, if you continue to have problems, call the Help Desk at the toll free number **888-499-6237**.



If you Forgot Your Password

If you have forgotten your password, as the screen shot above notes, enter your e-mail address and click on the **Submit** button. Your user name and password will be sent to you in an email message.

1.6 Basics for Using the System

Below is the default district listing.