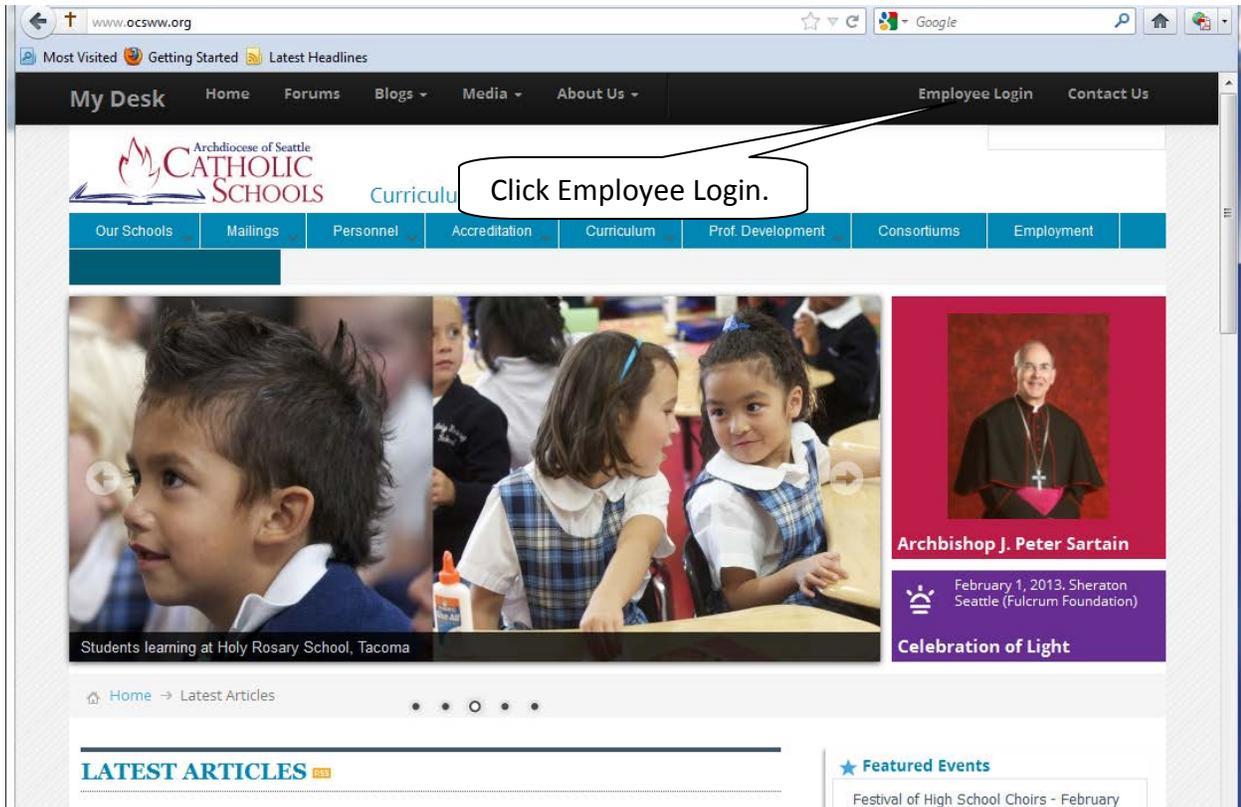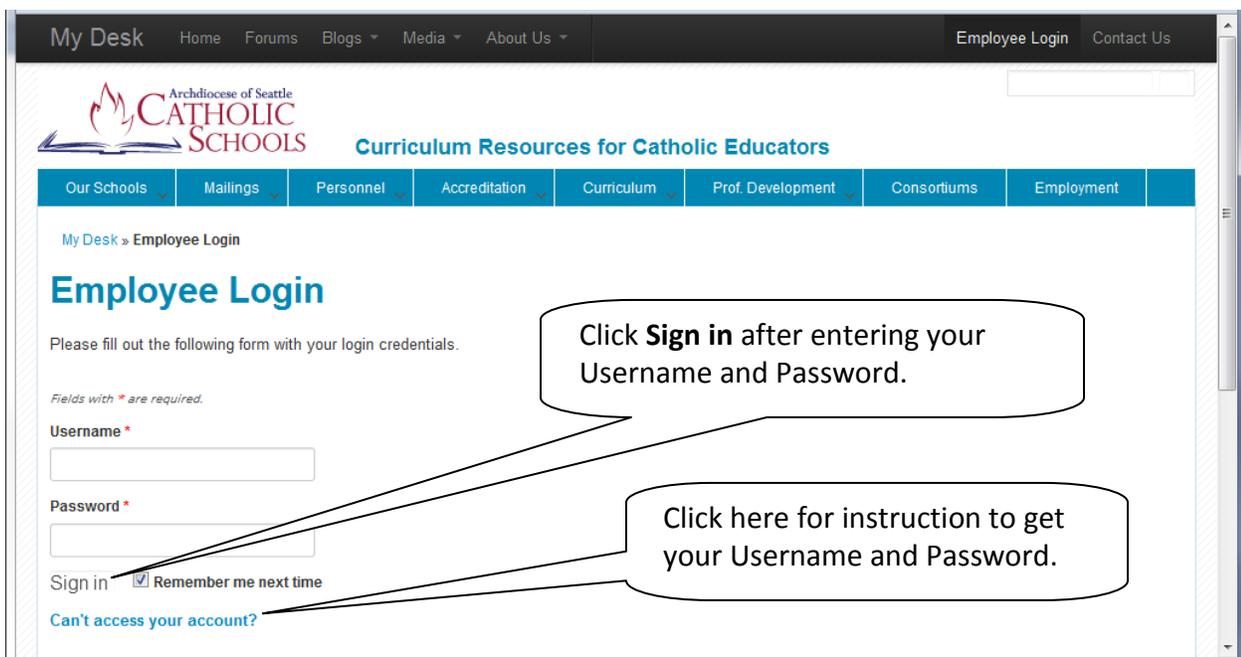# CSED Editing Tutorial

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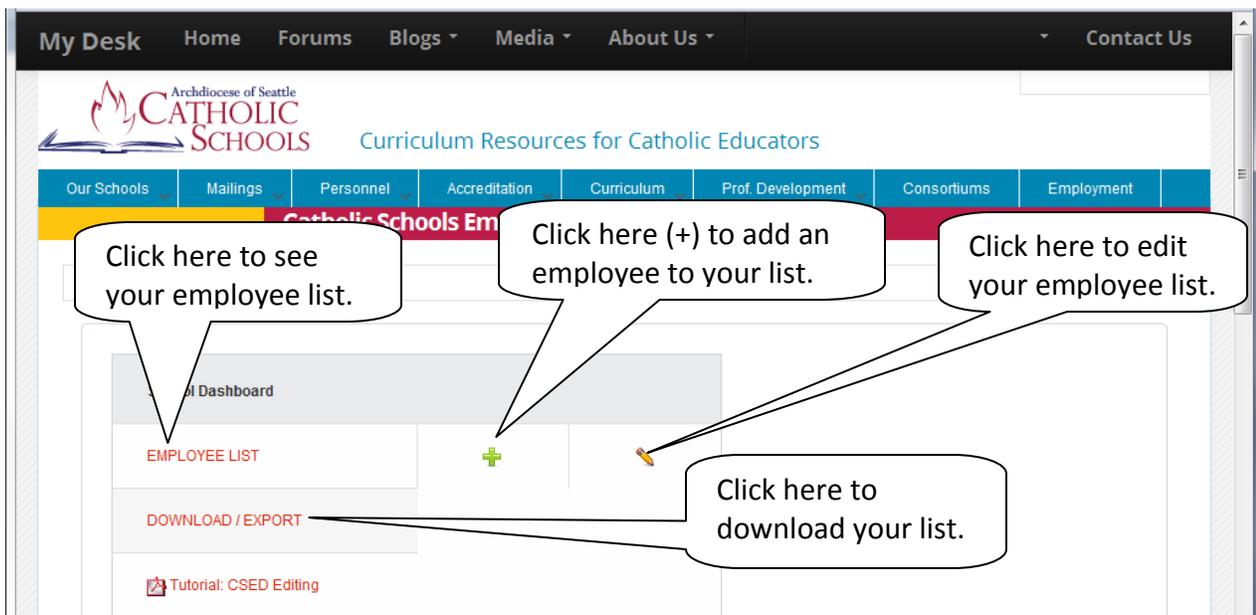If you have forgotten your user name or password, click on **Can't access your account?**

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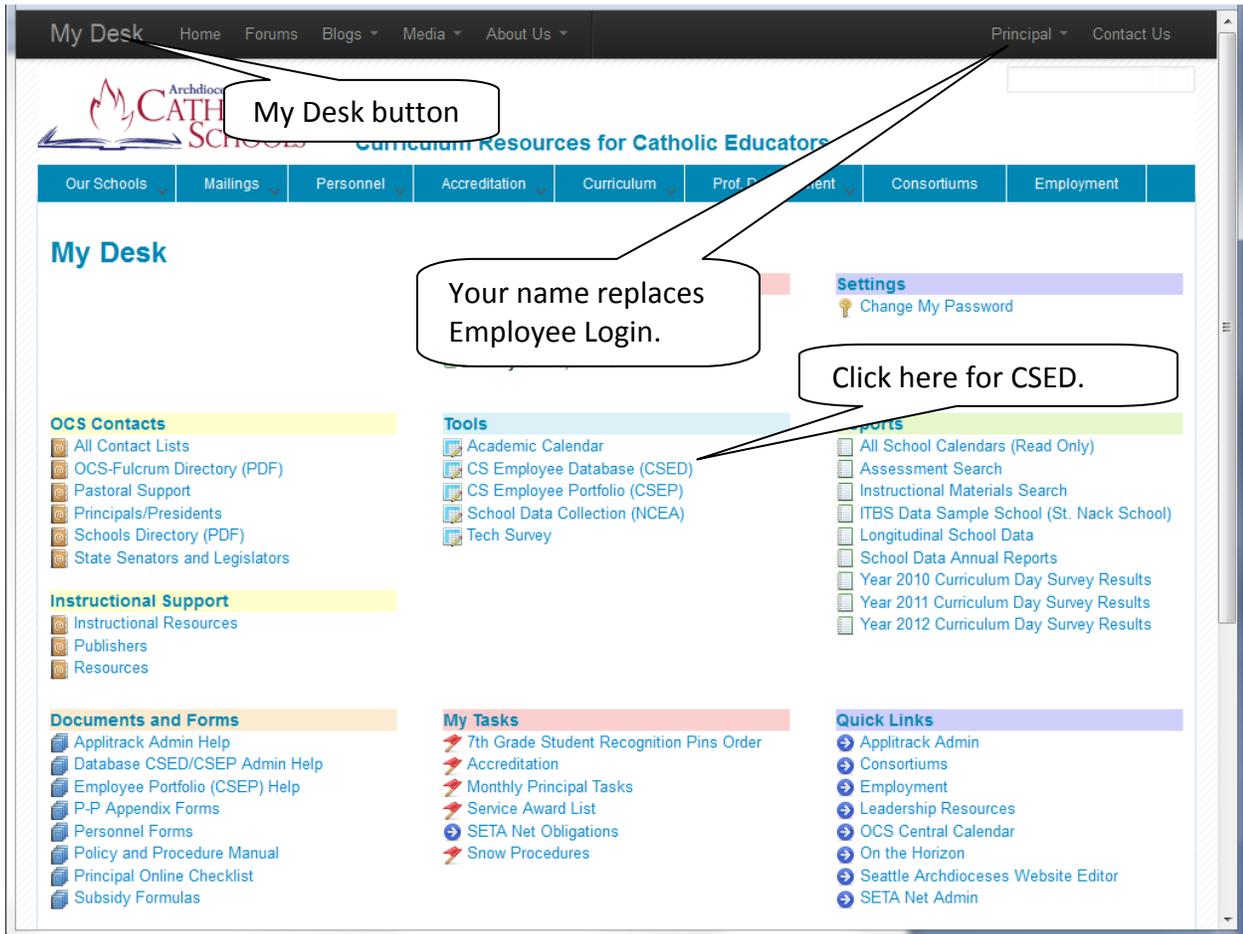
You will see your School Dashboard where you can add, edit, and download employee data. In general you will want to go straight to your Employee List.

Looking at your Employee List

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)
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

Create User screen

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. 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. Note that an employee will access their specific personal data (but not Roles and Positions) through the employee database called Catholic Schools Employee Portfolio (CSEP), not through CSED as you do. The two databases are synchronized.

A view of full employee data file contents that can be edited in CSED

If you need to add another employee name, click the CSED Home or Employee List button above the large blue Create User heading, and either screen displays [+] button. 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.

Editing a current employee and changing their password

You can edit the information above by clicking the pencil next to the employee's Username in the Employee List screen. 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.) In particular, if 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. The next section discusses how to edit Positions.

Selecting and editing Positions

An employee may have multiple positions. It is easiest to edit a position by clicking on the pencil next to the position name listed in the position column. (See page 3 screen.) If the Position is Teacher, you will be requested to complete 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.

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.

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.