

School Office Staff 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. Direct questions to: krista.harrell@seattlearch.org

User Name: _____ Password Hint: _____

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

User Name: _____ Password Hint: _____

My Aesop (if applicable):

User Name: _____ PIN: _____

The following list is possible responsibilities that may be delegated by the Principal.

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 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

The screenshot shows the OCS Public Home Screen. At the top, there is a navigation bar with links: My Desk, Home, Forums, Blogs, Media, About Us, and Employee Login (circled in red). Below this is the Archdiocese of Seattle Catholic Schools logo and the text 'Resources for Catholic Educators'. A secondary navigation bar includes: Our Schools, School Finder, Mailings, Personnel, Accreditation, Curriculum, Prof. Development, Employment, and a Facebook icon. The main content area is titled 'Employee Login' and contains a login form with fields for 'Username or Email' and 'Password', a 'Remember me next time' checkbox, and a 'Sign in' button. A link for 'Can't access your account? Click here.' and a technical support email 'ocs@seattlearch.org' are also visible. Two callout boxes are overlaid on the form: one pointing to the 'Sign in' button with the text 'Enter Username and Password, then click Sign in.', and another pointing to the 'Username or Email' field with the text 'Get Username and Password.'

My Desk Useful tools (available after login)

- School Office Support Resources (How-to and Help files)
- 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
- Catholic Schools Employee Database (CSED) – Your Employee List
- Instructional Resources and Assessment Search
- Monthly Tasks for School Office Staff
- 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 Consortia
- ➔ 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)

- School Office Mailings
- Weekly Mailings for school leadership
- Superintendent Blog (bi-weekly)
- Teacher Monthly 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) - Needs Principal permission
- 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