Assigning Points of Contact (POC) in eSchoolPLUS

LEA User Guide

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OVERVIEW

This guide outlines steps for the LEA Data Manager to add and assign a Point of Contact (POC) role at the LEA or school in eSchoolPLUS. LEA staff designated as the LEA Data Manager have the ability to add staff to eSchoolPLUS. If the LEA Data Manager needs access to eSchoolPLUS, please submit a ticket in the OSSE Support Tool. All LEAs must enter and update their LEA POC's for each school year. Changes in school staff may also require updates to POC roles in eSchoolPLUS during the school year.

Login to eSchoolPLUS

1. Go to https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/.
2. Login to eSchoolPLUS using your eSchoolPLUS username and password.

ADDING NEW STAFF

1. Go to https://oss.eschoolplus.powerschool.com/eSchoolPLUS and login.
2. In the **Quick Search** box, type the 'Staff'.
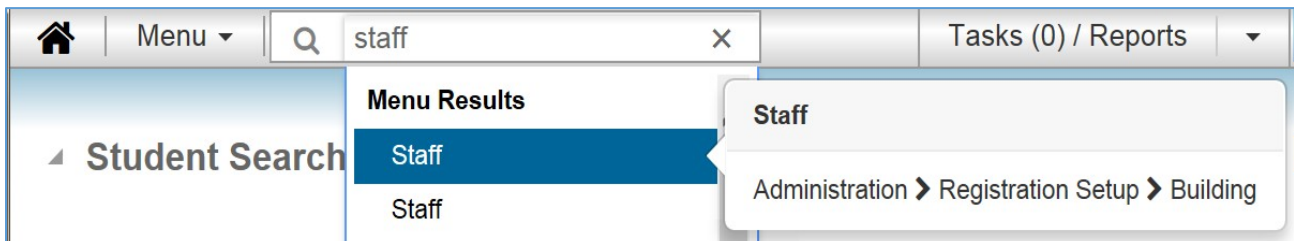
3. The *Staff Search* page opens.
4. Click the **Add** (⊕) icon.

5. In the **Last Name** field, enter the person's last name and hit the **Reload** (⟳) icon. The application searches for the staff member to ensure the name does not already exist.
    a. If results are returned and the person is listed, click the **Building** number link to edit the staff record and follow step #15 below.
    b. If results are returned but the person is not listed, click the **Add** (⊕) icon to add a staff record and follow step #6 below.
    c. If no results are returned, the *Staff District Information* page opens and follow step #6 below.

6. Enter the required **Staff ID**, **First Name**, **Last Name** and **Email** fields for the new staff record.

7. Click the **Save** (💾) icon.
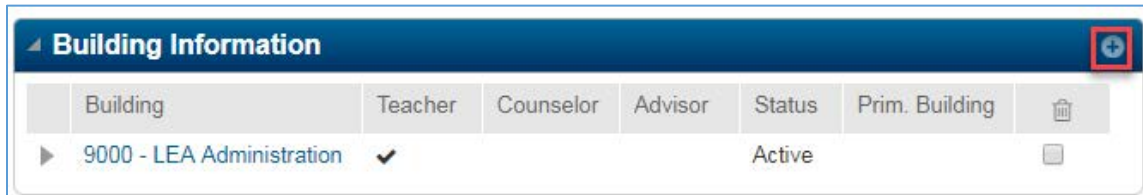8. On the *Building Information* panel, click the **Add a Row** (➕) icon.

9. The *Staff Building Information* page opens.
10. In the **Staff Identification** panel, click the dropdown for the **Building** field to select the 9000 for LEA-level assignment or the school ID for school-level assignment.

NOTE: Follow step #6 below to add more schools.

11. Click the **Save** (🖫) icon.
12. To add more schools, click the **Previous Page** (⟲) icon otherwise skip to step #15.
13. The *Staff Building Information* page opens.
14. On the *Building Information* panel, click the **Add a Row** (⊕) icon and follow steps 10 and 11.


15. In the **District-Defined** panel click the **Point of Contact** link.

NOTE: The Point of Contact hyperlink will not appear on the staff information page unless a Building is assigned to the user.

16. The *Point of Contact* page opens.
17. In the **Contact Title** file, enter the person's job title at the LEA.
18. In the **Point of Contact Fields** panel, click the dropdown for the first available **Position** field to select the POC for the person. Repeat this step to assign additional POCs.
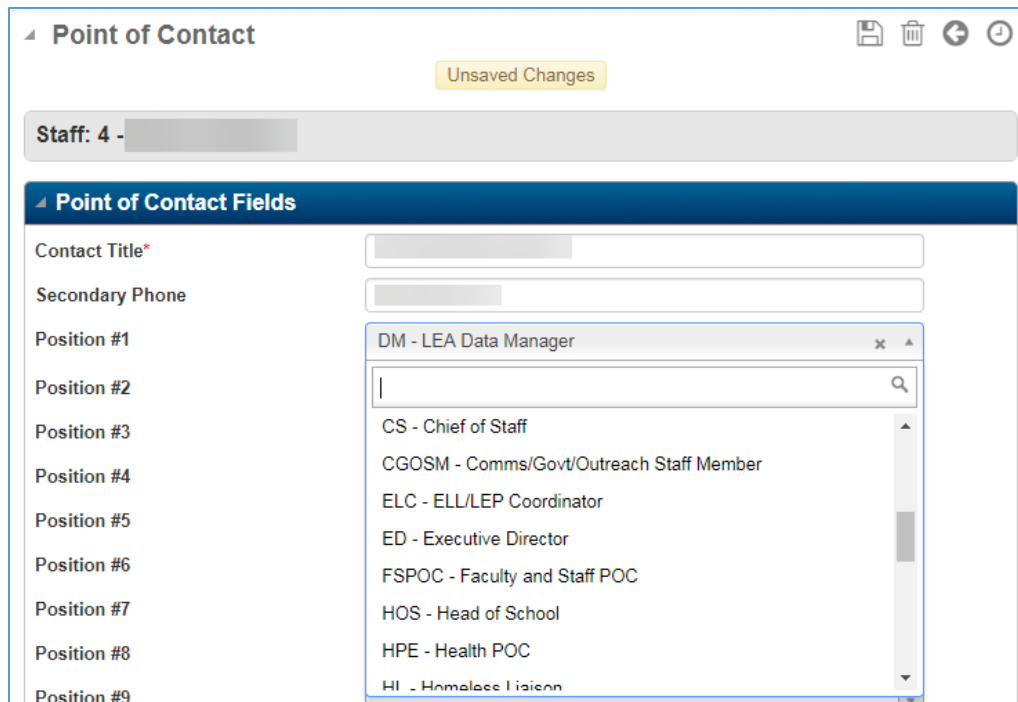
ASSIGNING POC TO EXISTING STAFF

1. Go the **Quick Search** box, type the 'Staff'.
2. Locate the person's name in the **Staff Name** column.
3. Click the **Building** number for the person's name.
4. The *Staff Building Information* page opens.
5. In the **District-Defined** panel, click the **Point of Contact** link.
6. The *Point of Contact* page opens.
7. In the **Point of Contact Fields** pane, click the dropdown menu for the first available **Position**.
8. Click the **Save** (💾) icon.

FURTHER ASSISTANCE FOR USERS

For any questions, concerns or further assistance, please submit a ticket through the OSSE Support Tool (OST).

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: How can the LEA Data Manager get access to eSchoolPLUS?

A: LEA staff considered the LEA Data Manager has the ability to add and modify LEA POC's in eSchoolPLUS. If the LEA Data Manager needs access to eSchoolPLUS, please submit a ticket in the OSSE Support Tool.

Q: Why are new POC roles added to eSchoolPLUS?

A: OSSE is centralizing LEAs' POCs collection in eSchoolPLUS to minimize multiple sources for LEA contacts. Different divisions at OSSE may request a new eSchoolPLUS POC role to streamline regular communications.

Q: When are new eSchoolPLUS POC roles announced to LEAs?

A: New eSchoolPLUS POC roles are announced in the Data, Assessment and Research Monthly Data Discussion meetings with LEA Data Manager. Also, communications are sent by the OSSE division who added the eSchoolPLUS POC role.

Q: How does OSSE use eSchoolPLUS POC roles?

A: OSSE will send communications to the eSchoolPLUS POCs. Also, access to applications i.e. Qlik, Box and others are granted based on the eSchoolPLUS POCs roles. Please ensure this information is accurate and up to date for the LEA.

Q: When is Box (a secure data transfer system), access updated based on eSchoolPLUS POCs?

A: Access to Box is granted to specific eSchoolPLUS POCs, the next day. The person's email address must be entered in eSchoolPLUS to ensure Box access is granted. Please ensure this information is accurate and up to date for the LEA.