

# CECAS Drop-in Help Desk

November 10, 2016



**SELF-ASSESSMENT:**     
*A Journey of Change*

# Contact Us

- By telephone, call 1-919-807-HELP (4357) Press option 3, then option 1

- By web portal:

<https://nc-myit.us.onbmc.com>

# Regional Trainers

- Jennifer Sims: 252-257-1195
  - Northeast District 1, Southeast District 2, and State Operated Programs
- Sue Ann Stalnaker: 919-807-3765
  - North Central District 3 and Sandhills District 4
- Khalilah O’Farrow-Boulware: 704-532-7881
  - Piedmont-Triad District 5 and Southwest District 6
- Ilona Ketting: 910-933-0624
  - Northwest District 7 and Western District 8

# Sign Up for Email Notifications

THE FOLLOWING IS A CHANGE TO THE EMAIL NOTIFICATION SYSTEM USED BY THE EC DELIVERY TEAM TO INFORM USERS ABOUT CECAS RELATED TOPICS. PLEASE SEE THE TEXT BELOW FOR INSTRUCTIONS ON HOW TO SUBSCRIBE TO AND MANAGE THE NEW EMAIL NOTIFICATION SYSTEM, GOVDELIVERY.



- Link to EC Delivery Team-Announcements:  
[https://public.govdelivery.com/accounts/NCSBE/s/subscriber/new?topic\\_id=NCSBE\\_114](https://public.govdelivery.com/accounts/NCSBE/s/subscriber/new?topic_id=NCSBE_114)

# Data Security Reminders

- Lock computers when not in use
- Protect your CECAS password
- Use secure networks to access CECAS
- Avoid sending student or staff Personally Identifiable Information in emails
- Encrypt data saved to a removable device
- Understand and comply with FERPA

# General Computing Tips

- Save your work often
- Hold down Ctrl key and click to select multiple items in a drop list
- Ctrl-click to deselect item from a drop list
- Remove a check from a checkbox by clicking the box again
- A radio button can be changed from one selection to another, but not vacated

# CECAS Tips

- Set popup blockers to Off or bypass popup blockers in Forms and Reports by holding Ctrl key and clicking preview
- Usually Internet Explorer works best, but try another browser if you have problems
- Analytics does not work in Chrome
- CECAS will time out after 15 minutes of inactivity

# CECAS Tips

- Always conduct a Statewide search for new student records
- Online Help offers valuable information on how to perform many CECAS functions
- Use 4-digit years such as 11/10/2016
- Students must be entered in PowerSchool and have Yes checked on EC Data screen before the record is created in CECAS



# Adding a New Student to CECAS

1. Perform Statewide CECAS Child Search to confirm student record is not in CECAS
2. Search PowerSchool for student
  - If student is not in PowerSchool, create record in PowerSchool
  - If student is in PowerSchool, go to EC Data Screen
3. On EC Data Screen check Send Demographics to EC
4. Search CECAS again to find new record
5. New record is usually created within a short time, but may take up to 24 hours during periods of high activity