

Quad A

User Guide



Miami-Dade County Public Schools
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Quad A

Introduction

Microsoft and Information Technology Services (ITS) have designed a new Web Security System Application called *Quad A*. The new Quad A Web based application will allow Principals/Administrators to establish employee access to the applications related to their job functions. The Quad A Web based applications will replace the AAAA mainframe application.

Each worksite administrator controls the authorization of employees at that work location to the MDCPS computer system by indicating which system each employee is authorized to use. This responsibility cannot be delegated.

Authorizing administrators have been defined as:

- All school principals.
- Administrators at the Director level and above in non-school site locations.
- The highest-ranking administrator of work sites not having a Director or above.

When an authorized employee has been cleared through the security system and has accessed any one of the MDCPS computer systems, all activity performed by the individual is recorded by the computer. Should any unauthorized, incorrect, or misuse of the system or data occur, the employee will be held accountable. If you allow another person to access any system by revealing your password, or by “logging in” with your password and allowing another person to perform any activity, YOU ARE RESPONSIBLE AND WILL BE HELD ACCOUNTABLE.

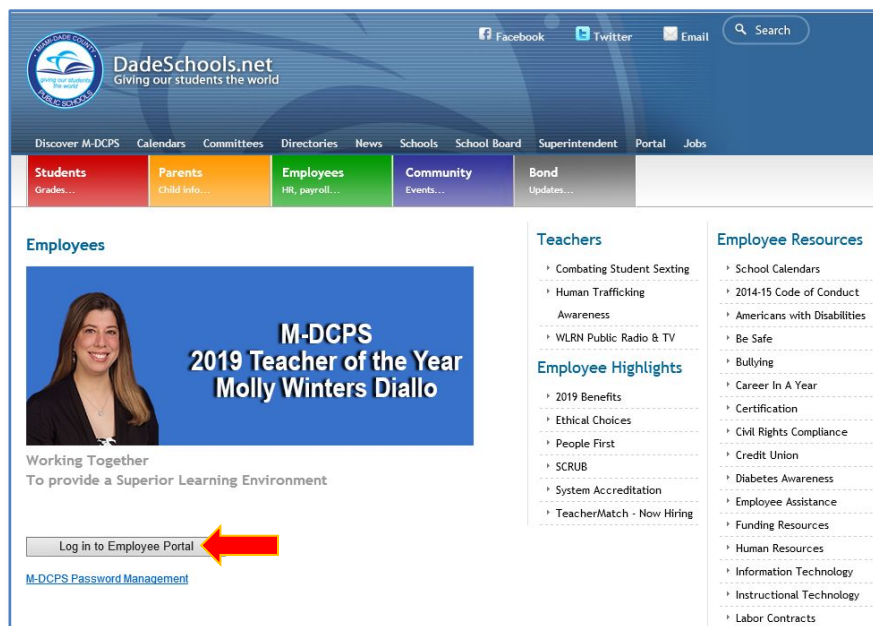
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Getting Started

Open your Internet browser and go to www.dadeschools.net.

▼ Click **EMPLOYEES** tab

The Dadeschools.net Employees page will be displayed.



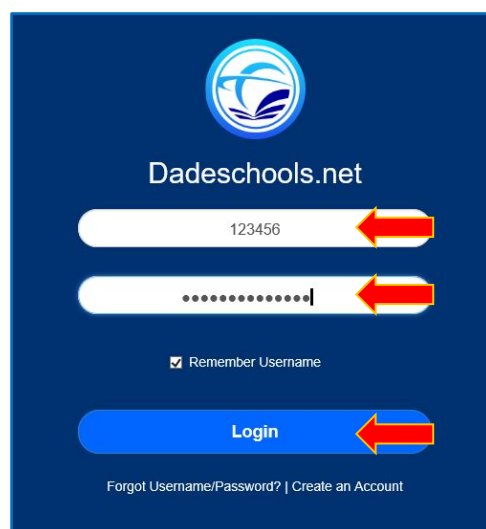
▼ Click **Login to Employee Portal**

The Log in screen will be displayed.

▼ Type **Username**

▼ Type **Password**

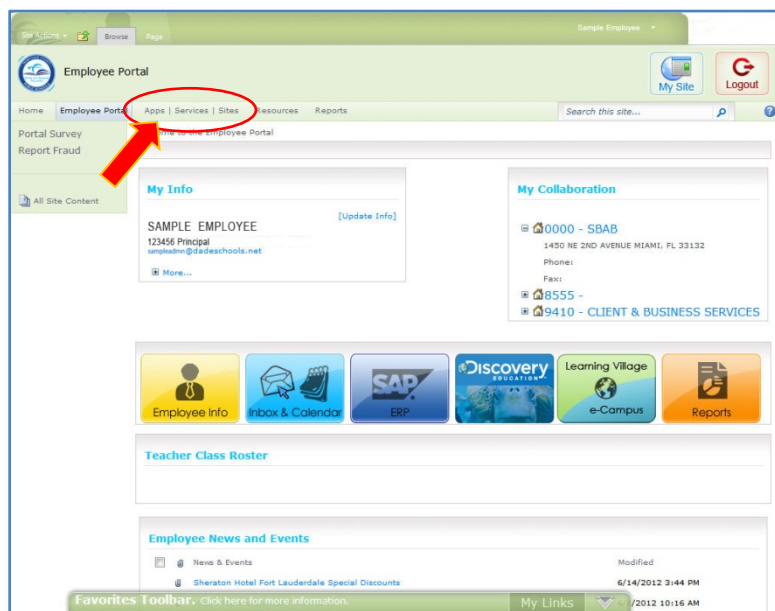
▼ Click **Login**



The Employee Portal page will be displayed.

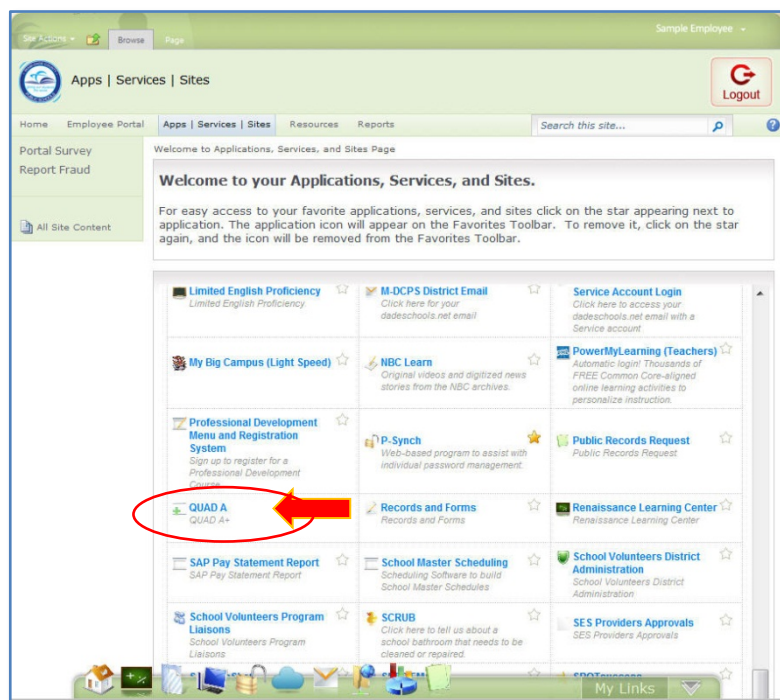
Quad A

From the Employee Portal page,



▼ Click **Applications/Sites** tab

The Applications / Sites page will be displayed.



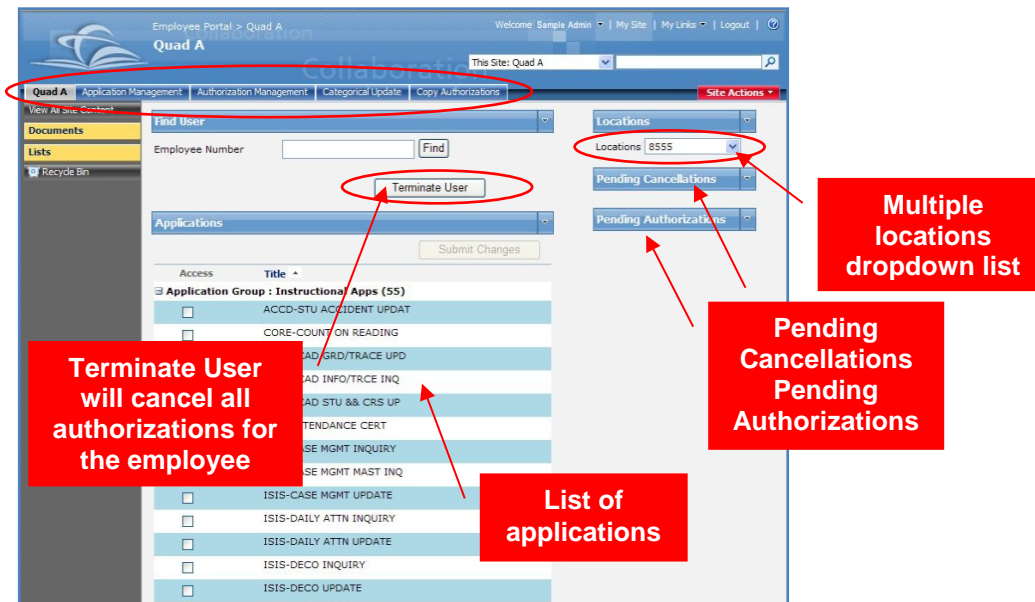
▼ Click **QUAD A**

The MDCPS Quad A page will be displayed.

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Quad A Overview

On the Quad A page, for the location logged in, the Principal/Administrator will see a list of all the System Applications for which he has access. Principals/Administrators authorized for multiple locations will select a location from the Locations dropdown list.



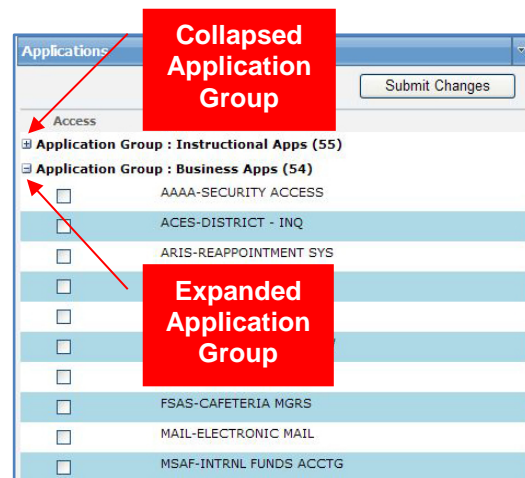
Principals/Administrators can:

- Authorize applications to any existing employees (Quad A).
- Cancel any or all the authorizations for an employee from the current location (Quad A).
- Authorize single application to multiple employees (Categorical Update).
- See and edit Pending Authorizations.
- See and edit Pending Cancellations.

The Applications are displayed in groups and can be expanded to view all the applications within the group or collapsed to hide the applications.

The Pending Cancellations and the Pending Authorizations will also be displayed on this page.

Note: The menu options *Application Management* and *Copy Authorization* are not active.



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Authorize Application Access

Principals/Administrators can authorize applications at their locations for any active employee. The applications will be authorized for the current location where the Principal/Administrator is logged in.

From the Quad A main page,

The screenshot shows the 'Employee Portal > Quad A' interface. The top navigation bar includes 'Application Management', 'Authorization Management', 'Categories', 'State', 'Copy Authorizations', and 'Site Actions'. The left sidebar has 'View All Site Content', 'Documents', 'Lists', and 'Recycle Bin'. The main content area is divided into two sections: 'Find User' and 'Applications'. In the 'Find User' section, there is a text input field for 'Employee Number' with the value '999999', a 'Find' button, and a 'Terminate User' button. In the 'Applications' section, there is a 'Submit Changes' button. To the right of the 'Find User' section, there is a 'Locations' dropdown menu showing '8555', and buttons for 'Pending Cancellations' and 'Pending Authorizations'. Red arrows highlight the 'Employee Number' field, the 'Find' button, and the 'Locations' dropdown menu.

For Principals/Administrators that have multiple locations authorization,

- ▼ **Click** **Locations** dropdown list
- ▼ **Select** location number

For Principals/Administrators with access to a single location, the applications will be automatically displayed.

- ▼ **Type** the employee number to be authorized
- ▼ **Click** **Find**

The Employee's name and the authorizing access location number will be displayed.

Quad A

Verify the employee's name and location. The ☒ check mark shows current authorized applications for the employee.

With the Application Groups expanded, select all the applications to be authorized,

Employee Portal > Quad A
Welcome Sample Admin | My Site | My Links | Logout

Quad A Application Management Authorization Management Categorical Update Copy Authorizations Site Actions

Find User
Employee Number: 999999 Find
Employee Name: Sample Employee
Location: 8555 Terminate User

Locations: 8555
Pending Cancellations: No Items
Pending Authorizations: No Items

Applications
Submit Changes

Application Group : Instructional Apps (55)

Access	Title
<input checked="" type="checkbox"/>	ACCD-STU ACCIDENT UPDAT
<input type="checkbox"/>	CORE-COUNT ON READING
<input checked="" type="checkbox"/>	ISIS-ACAD GRD/TRACE UPD
<input checked="" type="checkbox"/>	ISIS-ACAD INFO/TRCE INQ
<input checked="" type="checkbox"/>	ISIS-ACAD STU && CRS UP
<input type="checkbox"/>	ISIS-ATTENDANCE CERT
<input checked="" type="checkbox"/>	ISIS-CASE MGMT INQUIRY
<input checked="" type="checkbox"/>	ISIS-CASE MGMT MAST INQ
<input type="checkbox"/>	ISIS-CASE MGMT UPDATE
<input checked="" type="checkbox"/>	ISIS-DAILY ATTN INQUIRY
<input type="checkbox"/>	ISIS-DAILY ATTN UPDATE
<input type="checkbox"/>	ISIS-DECO INQUIRY

▼ Click ☐ check boxes to select desired application(s)

When finished selecting the applications,

▼ Click **Submit Changes**



The message "Are you sure you want to save changes?" will be displayed.

▼ Click **OK**

The authorized applications will be displayed on the Pending Authorizations section.

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The authorized applications become Pending Authorizations. The employee cannot access the pending applications until the next day.

At this time, the Principal/Administrator can delete any of the applications pending authorization through the Authorization Management tab. *[For instructions, see Application Management on page 10.]*

The screenshot shows the 'Employee Portal > Quad A' interface. The 'Authorization Management' tab is selected and highlighted with a red circle. The 'Find User' section shows 'Employee Number: 999999' and 'Find' button. The 'Applications' section shows a list of applications under the 'Instructional Apps (55)' group. A red arrow points from a red box labeled 'Applications Pending Authorizations' to the 'Pending Authorizations' section on the right, which lists applications like 'ACCD-STU ACCIDENT UPDAT' and 'ISIS-ACAD GRD/TRACE UPD'.

Application Name	Time Stamp
ACCD-STU ACCIDENT UPDAT	6/11/2008 3:09:27 PM
ISIS-ACAD GRD/TRACE UPD	6/11/2008 3:09:27 PM
ISIS-ACAD INFO/TRACE INQ	6/11/2008 3:09:27 PM
ISIS-ACAD STU & CRS UP	6/11/2008 3:09:27 PM
ISIS-CASE MGMT INQUIRY	6/11/2008 3:09:27 PM
ISIS-CASE MGMT MAST INQ	6/11/2008 3:09:27 PM
ISIS-CASE MGMT UPDATE	6/11/2008 3:09:27 PM
ISIS-DAILY ATTN INQUIRY	6/11/2008 3:09:27 PM
ISIS-DAILY ATTN UPDATE	6/11/2008 3:09:27 PM
ISIS-DECO INQUIRY	6/11/2008 3:09:27 PM

To authorized another employee,

- ▼ **Type** **Employee Number**
- ▼ **Click** **Find**

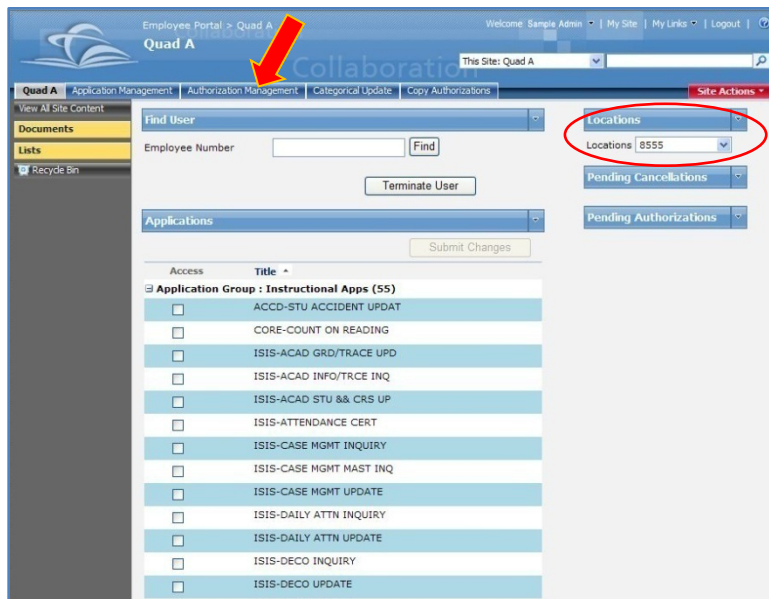
Follow the instructions explained above, starting on page 7.

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Authorization Management (Pending Cancellations/Authorizations)

The Authorization Management tab is a holding place for all the pending transactions, the new authorized applications and the cancelled applications. Principals/Administrators can make changes to these pending transactions before the overnight process. The overnight process will update these transactions and the employee will be granted access to the applications.

To access the Authorization Management page,



For Principal/Administrator authorized for multiple locations,

- ▼ **Click** **Locations** dropdown list
- ▼ **Select** location number

The list of applications the Principal/Administrator has access to for the current location will be displayed.

- ▼ **Click** **Authorization Management** tab

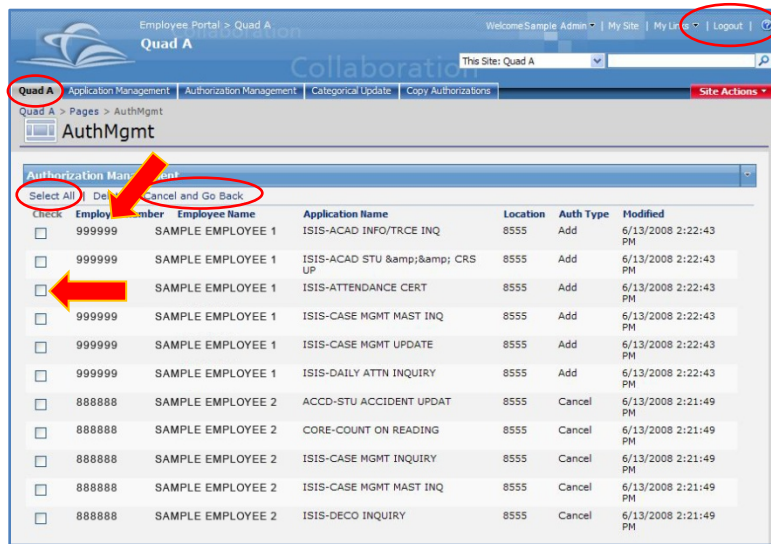
The Authorization Management page will be displayed.

Quad A

All the pending transactions for the current location will be displayed. The Employee Number, Employee Name, Location, Auth Type (add/cancel) and Modified (date and time) will be displayed.

Three actions are available in the Authorization Management page:

- **Select All** – Selects all the applications
- **Delete** – Will delete all the selected applications
- **Cancel and Go Back** – Cancels the action and takes you back to the Quad A main page



To select the applications to be removed from the pending status,

- ▼ **Click** ☐ check boxes to select desired application(s)

When finish selecting all the desired applications,

- ▼ **Click** **Delete**

The message “Are you sure you want to delete authorization?” will be displayed.

- ▼ **Click** **OK**

To **select all** the applications for deletion,

- ▼ **Click** **Select All**

- ▼ **Click** **Delete**

The deleted applications will be removed from the Pending Cancellation and/or from the Authorization lists.

To go back to the Quad A main page,

- ▼ **Click** **Quad A** tab on the header

To Log out of Quad A System Application,

- ▼ **Click** **Logout** in the upper right corner of the page

Quad A

Cancel Authorizations

The Principal/Administrator can cancel access to the applications for any existing employee. The applications will be authorized or cancelled for the current location where the Principal/Administrator is logged in.

To view the authorized applications for an employee, from the Quad A main page,

The screenshot shows the 'Employee Portal > Quad A' interface. The 'Authorization Management' tab is selected. The 'Find User' section includes an 'Employee Number' input field and a 'Find' button. The 'Locations' dropdown menu is set to '8555'. Below these, there is a 'Terminate User' button. The 'Applications' section shows a list of applications under the 'Instructional Apps (55)' group, with checkboxes for each application.

For Principal/Administrator authorized for multiple locations,

- ▼ **Click** **Locations** dropdown list
- ▼ **Select** location number

If single location, the applications will be automatically displayed.

- ▼ **Type** **Employee Number**
- ▼ **Click** **Find**

The Employee's name and access location will be displayed.

Quad A

The ☒ check marks show current authorized applications for employee.

To cancel access,

▼ **Click** ☒ check mark to deselect the application

When finished deselecting the applications to cancel access,

▼ **Click** **Submit Changes**

The message box, “Are you sure you want to save changes?” will be displayed.



▼ **Click** **OK**

The applications deselected will appear in the Pending Cancellation section.

Terminate User

Use the **Terminate User** action to cancel all the authorized applications for the employee.

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The applications deselected will be listed under the Pending Cancellation section and the list of applications will display the checked ☒ check marks until the overnight process. The next day access to the applications will be cancelled. The applications will be removed from the Pending Cancellations section.

The screenshot shows the 'Employee Portal - Quad A' interface. The main content area is titled 'Authorization Management'. It includes a 'Find User' section with an 'Employee Number' field (888888) and a 'Find' button. Below this is a table of applications under the 'Application Group: Instructional Apps (55)'. The table has columns for 'Access' and 'Title'. A 'Submit Changes' button is at the bottom of the table. To the right, there is a 'Pending Cancellations' section with a table listing applications and their timestamps. A red arrow points from a red box labeled 'Applications Pending Cancellations' to the 'Pending Cancellations' section.

Access	Title
<input checked="" type="checkbox"/>	ACCD-STU ACCIDENT UPDAT
<input checked="" type="checkbox"/>	CORE-COUNT ON READING
<input checked="" type="checkbox"/>	ISIS-ACAD GRD/TRACE UPD
<input checked="" type="checkbox"/>	ISIS-ACAD INFO/TRACE INQ
<input checked="" type="checkbox"/>	ISIS-ACAD STU BA CRS UP
<input checked="" type="checkbox"/>	ISIS-ATTENDANCE CERT
<input checked="" type="checkbox"/>	ISIS-CASE MGMT INQUIRY
<input checked="" type="checkbox"/>	ISIS-CASE MGMT MAST INQ
<input checked="" type="checkbox"/>	ISIS-CASE MGMT UPDATE
<input checked="" type="checkbox"/>	ISIS-DAILY ATTN INQUIRY
<input checked="" type="checkbox"/>	ISIS-DAILY ATTN UPDATE

Application Name	Time Stamp
CORE-COUNT ON READING	6/12/2008 10:43:54 AM
ISIS-DAILY ATTN INQUIRY	6/12/2008 10:43:54 AM
ISIS-DAILY ATTN UPDATE	6/12/2008 10:43:54 AM
ACCD-STU ACCIDENT UPDAT	6/12/2008 10:45:21 AM
ACCD-STU ACCIDENT UPDAT	6/12/2008 2:35:25 PM

Changes to any of the applications pending cancellation can be made before the overnight process through the Authorization Management page. *[For instructions, see Authorization Management page 10.]*

To cancel authorization for another employee,

- ▼ **Type** **Employee Number**
- ▼ **Click** **Find**

Follow the instructions explained above, starting on page 12.

Quad A

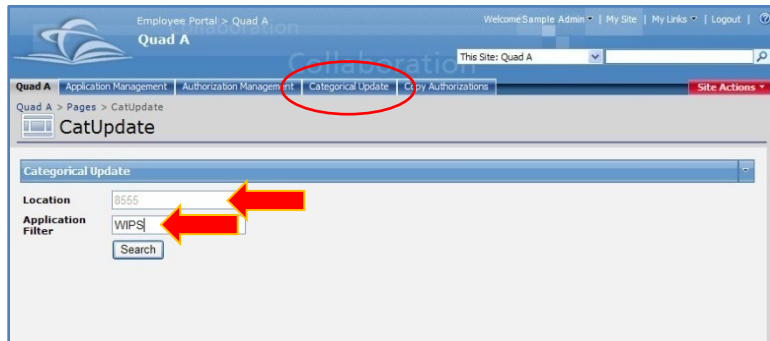
Categorical Update

The Categorical Update menu is used to authorize a single application to multiple users. Principals / Administrators can authorize multiple employees that already have access to any application for the location where the Principal/Administrator is logged in.

To access the Categorical Update page,

- ▼ **Click** **Categorical Update** tab

The Categorical Update page will be displayed.



The search criteria can be any letter, word or the actual application name (sample: ISIS, Attendance, W.).

In the Application Filter,

- ▼ **Type** the search criteria (WIPS was used in this sample)
- ▼ **Click** **Search**

The applications meeting the search criteria entered will be displayed.

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The search results will display under the Applications section in the middle of the page. The Users section at the bottom of the page will display all the employees who already have been authorized for other applications for the location.

Only one application at a time can be selected to authorize access to multiple employees.

- ▼ **Select** an application from the list
- ▼ **Click** **Select All** to select all the employees from the list

Or

- ▼ **Select** desired employees from the list

When finished,

- ▼ **Click** **Submit Changes**

The message box, "Are you sure you want to save changes?" will be displayed.

- ▼ **Click** **OK**

The applications will appear in the Pending Authorizations section in the Quad A main page and in the Authorization Management page.

To go back to the Quad A main page,

- ▼ **Click** **Quad A** tab on the header

To Log out of the Quad A System Application,

- ▼ **Click** **Logout** in the upper right corner of the page



Whom To Contact for Assistance

ITS Self Service

For additional assistance with the Quad A application, please complete a HEAT Self Service Incident at: <http://selfservice.dadeschools.net> and choose Ask IT'S A Question from the drop-down menu.

