



Ohio

Epicenter SST Handbook

OFFICE OF COMMUNITY SCHOOLS

JANUARY 2019

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Accessing Epicenter

Accessing Epicenter – User Invitation

To access Epicenter, you must be invited by the Epicenter administrator who works in the Ohio Department of Education's Office of Community Schools. To have a person added as an Epicenter SST User, send an email containing a first name, last name and email address to the Epicenter Administrator at sara.parker@education.ohio.gov. The new user will receive an email invitation from noreply@epicenternow.org once the user's account has been set up in Epicenter.

To set up an account:

1. Select the link contained within the email.
2. Set up a username and password.
3. The **My Profile** page will open.
4. Click the **Update** button at the bottom of the page to load the **Contact Set Up** page.
 - a. Enter the profile information (Name, Address, Phone, etc.).
 - i. Select a preferred phone number.
 - b. (Optional) Add a picture by clicking the **Change** button in the top right.
 - i. Select the picture from your computer.
 - ii. The picture can be a GIF, JPG or PNG but must be less than 100KB.
 - c. Click **Save** and it will go back to the profile page.
5. Select either the Department logo at the top of the page or the **Home >** breadcrumb (see picture below) to access the Epicenter homepage.



[Home >](#) My Profile



[Help](#) [Reports](#)

Accessing Epicenter – After Login is Created

To access Epicenter after you have created your login and signed out:

1. Open your internet browser and navigate to <https://my.epicenternow.org>.
 - a. Do not include "www" at the beginning of the address.
 - b. We recommend creating a shortcut on your computer desktop or save the URL as a favorite/bookmark within your internet browser.
2. Enter the username and password to log in.

Forgotten password:

1. Select the [I forgot my password](#) link on the Epicenter login page.
2. Enter your username or login email address.
3. Click **Submit**.
4. You will receive an email from noreply@epicenternow.org with the subject line **Epicenter Password Reset**.
5. Follow the instructions in the email to reset your password.
6. If you have trouble resetting your password, please contact the Epicenter administrator, Sara Parker, at sara.parker@education.ohio.gov or (614) 387-6037.

Homepage

Entity Counts

Below your **Tasks** area, if you have access to more than one school, you will see counts listed for the number of schools and/or annexes. You can select these areas to bring you to the corresponding center. These counts are based on the number of schools/annexes and their classifications.

My Profile

From the **My Profile** button found on the homepage, you can update/change your contact information, photo, email address, password, login email address and set up two-step verification.

If you are changing your login email address or password, you will be required to enter your current password.

To change your contact information or photo, select the **Update** button located at the bottom of the **Contact Information** section. You may add any information in this part that you like.

Help

The **Help** button provides access to articles, handbooks and training videos. If you are not able to find the answer to your support or technical question by using the **Help** button, please contact the Epicenter administrator, Sara Parker, at sara.parker@education.ohio.gov or (614) 387-6037.

Centers

As part of the state support team (SST) working with the Office of Community Schools, you will have access to the Document Center and School Center. These “centers” can be accessed from the Epicenter homepage.



Signing Out

To sign out of Epicenter, select the **Sign Out** link located in the upper right-hand corner of the page.

School Center

School Center allows users to view all information pertaining to their schools. If any information is incorrect or missing, please contact the Epicenter administrator, Sara Parker, at sara.parker@education.ohio.gov or (614) 387-6037.

On the homepage, select **School Center**, this will take you to the **School List**.

1. Click on the school/annex you would like to view.

Overview Tab

On the **Overview** tab, you can view the following information relating to the school/annex that you choose.

- | | | |
|----------------------|--------------------------------|------------------|
| 1. Classifications; | 4. Phone Number; | 7. IRN; |
| 2. Physical Address; | 5. Fax Number (if applicable); | 8. Location Map. |
| 3. County; | 6. Grades Served; | |

Document Center

Document Center allows users to search for all submissions that are in Epicenter. Users also can upload submissions to Epicenter via the **Document Center**.

Using the Simple Search

Use the following steps to run a quick, simple search for any document.

On the homepage, select **Document Center**.

1. (Optional) Limit the search to only one school by typing a school in the “Entity” field.
 - a. This field autocompletes. As you type, schools will be displayed.
 - b. Refine this list by typing further.
 - c. Click on your chosen school.
2. Select the submission type that you wish to search in the “Submission Type” field.
 - a. This field autocompletes. Type at least one full word in your desired submission type and options will begin to appear.
 - b. Refine this list by typing more words.
 - c. Click on your desired submission type.
3. (Optional) Select the “Current and Complete Submissions Only” check box. This will refine your search to only submissions that are the most recently submitted and complete (status is not “Review Pending” or “Pending”).
4. When your settings are correct, click **Search**.
5. This loads the **Search Results** page.
 - a. To download a file, click on **the file’s link**.
 - b. To view the details of a submission, click on its row.
 - c. To download several files at once:
 - i. Select the check box to the left of the school name of each submission for the files you wish to download.
 1. To select all submissions, select the check box in the gray header next to **Entity** at the top of the page.
 - ii. Click the **Download Selected Files** button located at the bottom of the page.
 - iii. This will download a ZIP folder that contains all the selected files.

Using the Advanced Search

For more search options, use the Advanced Search in the following steps:

On the homepage, select **Document Center**, click **Advanced Search**.

1. In the **Advanced Search** wizard, select the school or schools you want to include in the search.
 - a. (Optional) You can select the “**Display Deactivated Entities**” check box (located at the bottom of the page) to include deactivated schools in your search.
 - b. To select all schools, select the **School** group.
 - c. To select individual schools, expand the **School** group by clicking on the plus sign next to the school group.
 - d. The **Entities** step is the only required step in the Advanced Search.
2. If you want to further refine your search, move to the next step in the search by clicking **Next**. Otherwise, click **Search Now** to complete the search. The additional search options are:
 - a. **Content:**
 - i. Name (Submission type name or filename);
 - ii. Original Name (originally uploaded filename);
 - iii. Contains the words:

- b. **Submission Types:**
 - i. Limit the search to only a certain submission type or several submission types;
 - ii. (Optional): Include deactivated submission types by clicking on the “**Display Deactivated Submission Types**” check box.
 - c. **Timeframe:**
 - i. Search for dates on any submission tags within the selected submission types;
 - ii. To include files with no date tags, click the “**Select files and data submissions which do not have date specifications**” check box.
 - d. **Submitted Date and Status:**
 - i. Limit the search to a certain timeframe during which the submission was uploaded.
 - ii. Also search for different Submission Statuses:
 - 1. Current and Complete Submission Only check box. This will refine your search to only submissions that are the most recently submitted and complete (status is not “Review Pending” or “Pending”);
 - 2. Review Pending;
 - 3. Pending;
 - 4. Approved;
 - 5. “Returned.” Note: Submissions with this status are not returned unless this check box is selected.
 - e. **Sort Order:**
 - ii. Sort your search results by any of the following categories:

| | | |
|-----------------|--------------------------|--------------------|
| 1. Entity Name; | 3. Submission Type Name; | 5. Submitted Time; |
| 2. Entity Type; | 4. Status; | 6. Timeframe Date. |
 - iii. Define how many results per page you would like to see.

| | | |
|--------|--------|---------|
| 1. 20; | 2. 50; | 3. 100. |
|--------|--------|---------|
3. After clicking **Search Now**, you will be taken to the **Search Results** page.
- a. To download a file, click on the file’s link.
 - b. To view the details of a submission, click on its row.
 - c. To export search result list into an Excel file, click the **Export** button
 - d. To download several files at once:
 - i. Select the check box to the left of the school name of each submission for the files you wish to download.
 - ii. To select all submissions, select the check box in the gray header next to **Entity** at the top of the page.
 - iii. Click the **Zip** button
 - 1. This will download a ZIP folder that contains all the selected files.
 - 2. Each file will have its school name appended to the end of the file name.
 - e. To refine your search, click the **Pencil** button.
 - f. To reset your criteria and begin a new search, click the **Plus** button.

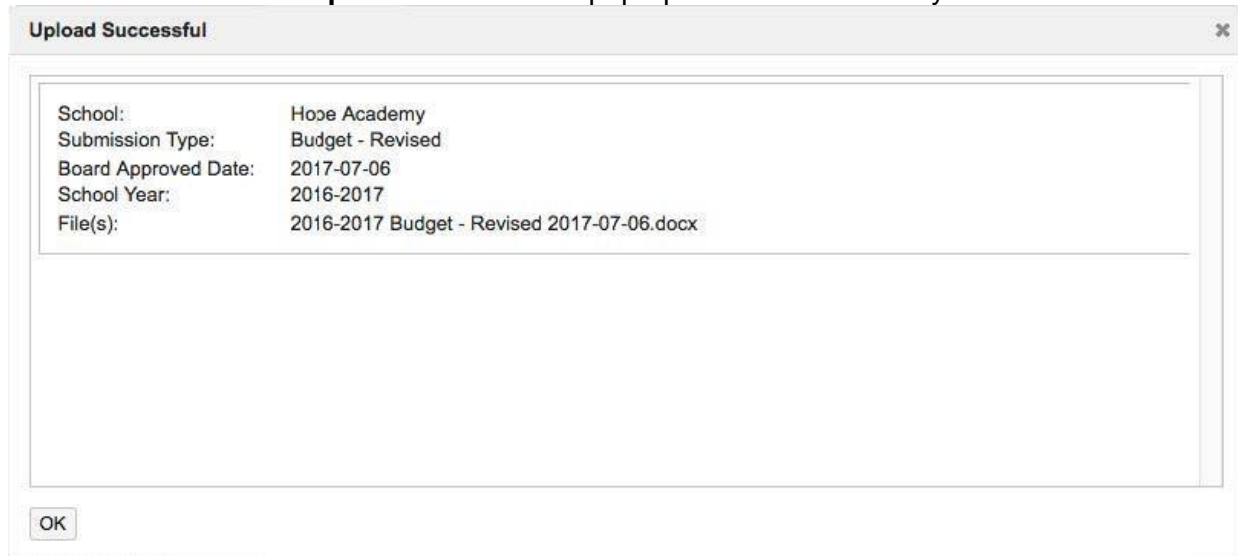
Uploading Submissions

The **Upload Submission** button located in **Document Center** can be used to upload any noncompliance submission to Epicenter. Complete the following steps to upload a submission.

On the homepage, select **Document Center**, click **Upload Submission**.

1. On the **Submission Upload** page, in the “Entity Type” drop-down menu, select the school whose document you will be uploading.
2. In the “Submission Type” drop-down menu, select the type of submission you will be uploading.
3. Click **Select Entity** to define the school whose document you will be uploading.
4. Select the name of the noncompliance submission type you wish to upload.
5. Fill in all the appropriate submission details.
 - a. Submission Tags.
 - b. Narrative.
 - c. File Upload or Certification of Completion checkbox.
 - d. Message to Reviewer/Approver, etc.
6. Click **Submit**.

You should receive an **Upload Submission** pop-up window to confirm your submission.



Using the Reuse Previous File...in Document Center

If you want to use a previously uploaded file for a noncompliance item, please follow these instructions.

From the Epicenter homepage, click **Document Center**.

1. Click on **Upload Submission** at the bottom of the page.
2. Select School for **Entity** type.
3. Select the submission type you want to upload a previous file for.
4. Select the sponsor/school that you are uploading the document for.
5. The **Submission Upload** page will come up.
6. Click **Previously Uploaded File...**(the Previously Uploaded Files box will pop up).
7. You can click on the file(s) to view it before you submit to make sure it is correct.
8. Click the check box next to the file, then click **OK**.
9. Write any notes to the Reviewer (if needed).
10. Click **Submit**.

my.epicenternow.org

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