APPENDIX B

2013-2014 YERB Online Tool
Important Information and User Account Registration

This year’s LNS YERB online tool will be accessible to registered users as of May 5\textsuperscript{th}, 2014. The deadline to submit Director signed-off board data into the LNS YERB tool is July 11\textsuperscript{th}, 2014.

The LNS YERB tool will be accessible through Internet Explorer 8, Firefox and Google Chrome. In a continuous effort to improve the user experience of the online tool, some minor changes have been incorporated for the 2013-2014 school year reports. These changes include more detailed error messages, larger spaces for open-ended responses, improved data saving protocols, and a checklist of items requiring action before sign off. These changes are detailed in the revised YERB guide that will be distributed to all users.

Optional Training/Refresher Sessions

Three optional Adobe Connect training sessions will be provided for DSB staff that wish to participate in a “walk-through” of the online tool, ask questions and discuss logistics. Training courses will highlight enhancements made to the 2013-2014 YERB online tool. The Adobe Connect sessions will be held on:

1. May 20\textsuperscript{th}, 2013 from 10:00am to 11:30am
2. May 21\textsuperscript{st}, 2013 from 1:00pm to 2:30pm
3. May 22\textsuperscript{nd}, 2013 from 10:00am to 11:30am

To register for the training sessions, request help with Adobe Connect or if someone from your DSB wishes to participate in a training session but is not available to participate on the dates listed above, please contact Cristina Dasilva at Cristina.Dasilva@ontario.ca or 416-325-2620 before May 13\textsuperscript{th}.

User Account Registration

1. Who needs a YERB user account, and what is the process for creating one?

All individuals who will be involved in completing any portion of the online YERB submission, including Directors of Education who provide final sign-off, must be registered for a user account to have access to the LNS YERB online tool. It is recommended that, at minimum, the individuals in the following roles register for a user account: the Director of Education, the School Effectiveness Lead, the officer/staff member responsible for financial sign-offs, and the principal of each OFIP school for boards in which there are one or more schools in OFIP. As schools designated OFIP change year by year, 2013-2014 OFIP school principals (or their designate) that did not participate in OFIP in 2012-13 will need to complete the registration form attached. Research leads/officers and MISA leads may also register for accounts.
The Director of Education (or designate) selects which staff members will have a YERB account, as well as the type of account s/he will have.

There are three types of YERB user accounts. On the registration form, these are designated as the following roles:

- **User**: Able to view data, but unable to enter/edit/delete data and unable to sign off on the report.
- **Coordinator**: Able to add/edit/delete data, unable to sign off on completed report.
- **Administrator**: Able to enter/edit/delete data and sign off/submit the completed report to the LNS.

It is common for individuals who will be entering/editing information in the YERB to have a Coordinator account. **It is highly recommended that only the Director of Education (or designate) have an Administrator account.** Individuals with a Coordinator and Administrator account will be able to view all information entered into each YERB section, including the OFIP School Reports, however only the Administrator will have the ability to sign off.

To register, each individual must complete and sign the attached registration form. DSBs can register as many staff members as needed, however, all individuals must complete and sign their own form.

**NOTE: YERB user accounts from the 2012-13 school year are still valid for the 2013-14 school year.** Individuals who had an account in 2012-13 do not need to register for a new account. If individuals working within a specified role have changed, the new incumbent must register for a user account. In an effort to keep the LNS YERB user list up-to-date, each board will be contacted to confirm user accounts for 2013-14 and to delete accounts no longer required.

2. **How to fill out the User Account Registration Form**

   Please read the instructions below carefully to ensure the form is completed correctly:

   Top of the page: please indicate whether you have access to any of the listed applications, along with your username for that application in the space provided and continue to Section 1A. All applications listed on this form operate through the GO ACCESS platform, which means that if you have an account for one of the applications listed, we can simply add the YERB to your existing account and you may access it with your existing username and password. (If you have an existing account, do not fill in a ‘User Name for Log-in’ under 1B, only sign and date your signature in the spaces provided under 1B).

   If you do not have access to one of the listed applications, please leave this space blank and continue to Section 1A.

   **Section 1A**: Please fill in all information requested.
Section 1B: If and only if you did not indicate existing access to one of the applications listed at the very top of the page, please complete Section 1B fully: write your user name, then sign and date your signature in the spaces provided.

If you indicated existing access to one of the applications listed at the very top of the page, please only sign and date your signature in the spaces provided. Please leave the space for your user name blank.

Section 2:

Step 1 – Please check the box labeled ‘LNS YERB’
Step 2 – Please check the box labeled ‘Add a role’
Step 3 – Please check the appropriate box to indicate your account type

There are four different types of user accounts: (a) User (with read only access), (b) Coordinator (with add, update and delete access), (c) Administrator (with add, update, delete, sign-off/submission to the LNS, and request data correction access), and (d) Principal (with access to the school-level section for reporting on their school only).

Regardless of who fills out the form, the selected individual and the Director of Education (or designate) will both have to sign the form. The individual will sign under ‘User’s Acknowledgement’, and the Director of Education (or designate) will sign under ‘Authorizer’s Acknowledgement.’ Boards keep original form for their records to keep track of their YERB user list.

Please complete and return all signed registration forms by emailing a scanned copy to Cristina.Dasilva@ontario.ca or submitting by fax to 416-325-8565, by May 9, 2014. Upon receipt of the fully completed registration form, it takes 1-3 business days to create the user account. Newly registered individuals will receive an email with a link to access the tool, followed by three separate emails from ministry IT staff providing their username, password and account information. In addition, all users will receive the 2013-2014 user guide with instructions for completing each section/form of the LNS YERB, inclusive of a completion checklist of items requiring action before sign off.

3. What is the process for changing/revoking a YERB user account?

Fill out the appropriate information for the individual as per the steps above. Under Section 2, step 2, you may indicate whether you would like to revoke a user, change a role, update user information or reset password. Completed forms should be scanned and emailed to Cristina.DaSilva@ontario.ca or submitted by fax to 416-325-8565.

4. What to do if you have forgotten your password and/or user name.

If you have forgotten your password, you may click on the ‘Forgot your password?’ option on the GO ACCESS login page, available here: https://www.gsa.gov.on.ca/apps/index.jsp
If you have forgotten your user name:

- Please search your Inbox and Junk Mail for the confirmation e-mail(s) you received when your account was created. These e-mails will contain your user name, as well as the temporary password you used to activate your account. Searching terms such as ‘GO ACCESS’ and ‘Profile’ may be helpful.
- If this search does not yield the e-mail containing your user name, please contact Cristina.DaSilva@ontario.ca or call 416 325-2620.

The LNS will email all registered users the link to access the site, once it has become active. This year’s LNS YERB online tool will be accessible to registered users as of May 5th, 2014. The deadline to submit Director signed-off board data into the LNS YERB tool is July 11th, 2014.