



AEDY SharePoint Site Submitter Training

August 2016

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Getting Access to the AEDY SharePoint Site

AEDY SharePoint Administrators cannot grant access to external users who are not part of our internal CWOPA network unless they are registered with PA Login. A user only needs to register once. Once a user is registered, they can be granted access to any PDE SharePoint site. To register:

Note: If you have already registered with PA Login, possibly for other PDE applications, simply provide your PA Login Email Address and User ID to the PDE SharePoint Site Administrator of the site to which you need access.

1. Click on [PA Login Registration](#).
2. Enter the required information, and make note of the following:
 - a. User ID
 - b. Email Address
3. Click **Register**.
4. Provide the *Email Address* and *User ID* to the PDE SharePoint Administrator of the site to which you need access.
5. Verify that PDE SharePoint Administrator has granted your access to the AEDY SharePoint Site.

Accessing the AEDY SharePoint Site

Note: System performance will vary depending on the network, hardware, and software used to access the AEDY SharePoint site. For best results, login to SharePoint using Internet Explorer (Version 8 or higher) on a Windows machine connected directly (not wirelessly) to the internet.

1. Click on [AEDY SharePoint Site](#).



2. On the *Commonwealth of Pennsylvania* page, click on **Login to USER & MUSER click here.**

NOTE: If you do not have the option to click **Login to USER & MUSER**, you'll need to clear your browser's cache before attempting to login.



3. In the username field, enter “**user**” followed by your PA Login username. Note the following requirements:
 - a. Your PA Login username is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit <https://www.login.state.pa.us/login/Forgot.aspx>.
 - b. DO NOT enter the quotes.
 - c. You MUST enter “user\” before your PA Login username (No quotes).
 - d. Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
 - e. Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
 - f. Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is "Tester", I would enter "user\Tester" in the username field (no quotes).

4. In the password field, enter your PA Login password.

Note: If you forgot your password, visit <https://www.login.state.pa.us/login/Forgot.aspx>. If you change your password, you will not be able to access the AEDY SharePoint Site with the new password until the following day

5. Click **Sign In**. The AEDY Application Home page displays instructions for saving and submitting a AEDY Application, as well as all of the AEDY applications that you're authorized to view or edit.

Alternative Education for Disruptive Youth (AEDY)

The 2015-2017 AEDY application requires LEAs to submit documentation for each proposed AEDY program or proposed placement of students in AEDY private provider run programs. Previous program approval during the previous school year does not guarantee approval. Please review the [2015-2017 AEDY Program Guidelines](#). To request approval for participation in the voluntary AEDY Program:

1. Click **Add document** (below).
2. In the *Alternative Education for Disruptive Youth Application* form, complete all of the required and applicable application fields.
 - Identify the primary contact and superintendent who are responsible for and need access to the application.
 - Identify the program sites, consortium members, and private providers.
 - Under *Program Information*, for each program site, complete ALL five program component sections:
 - Informal Hearing
 - Design
 - Academics
 - Counseling/Behavior Modification
 - Formal Periodic Review
 - Under *Application Submission*, read and acknowledge the statements of understanding.
3. Do one of the following:
 - If the application is not final or ready to be reviewed by PDE, choose **No** and then click **Submit**. The application is saved and displayed below, but is not slated for PDE review. To edit the application, click on the name of the application.
 - If the application is final and ready to be reviewed by PDE, choose **Yes** and then click **Submit**. The application is saved and displayed below, and is slated for PDE review. The application is no longer editable.

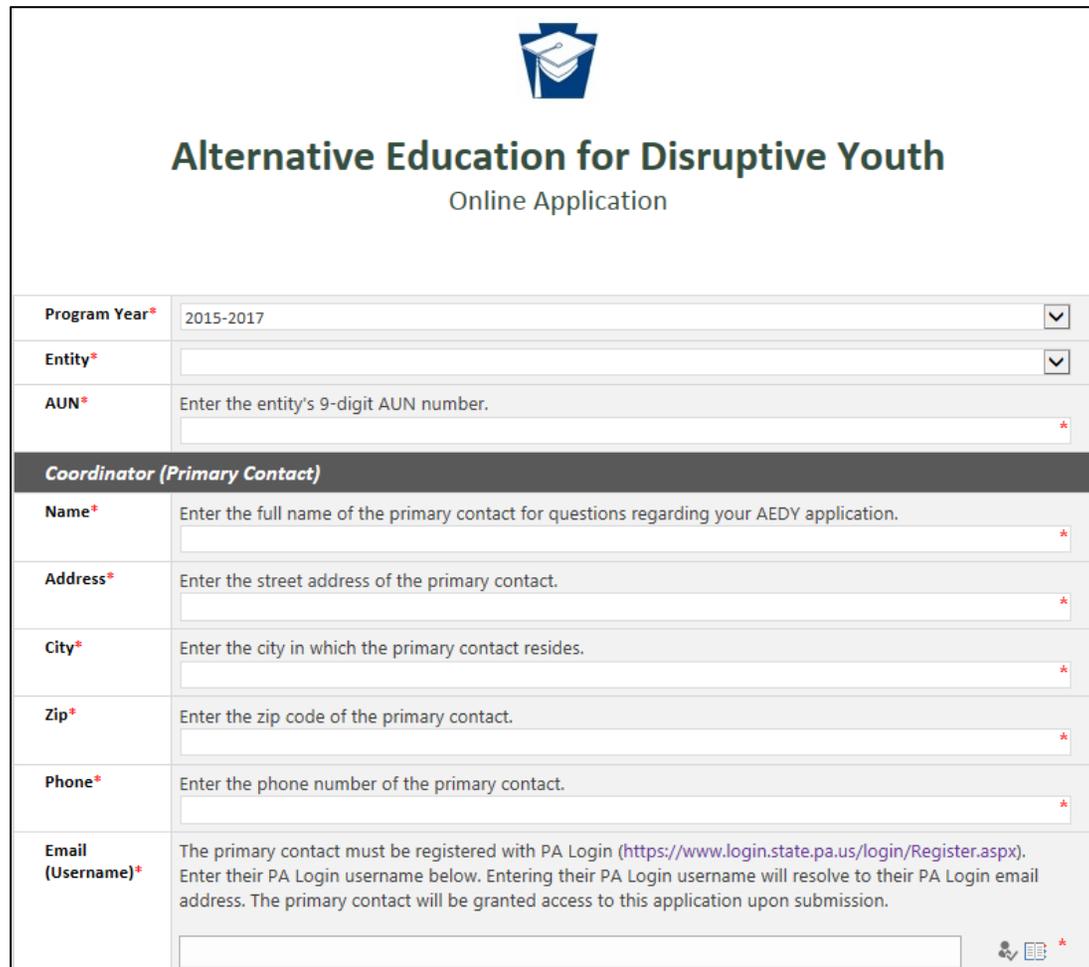
Note: Any application uploaded by another user cannot be accessed by you – unless you are designated as the primary contact or superintendent for that application.

Type	Name	Final	Editable	Status	Date Submitted	AUN	Program Year	Primary Contact	Superintendent	Total Programs	Fee Due	Fee Paid	Fee Received	Check Number	PDE Comments	Modified	Modified By	Created
There are no items to show in this view of the "AEDY" document library. To add a new item, click "New" or "Upload".																		
Add document																		

6. Do one of the following:
 - a. Create a new AEDY application – *See Creating a New Application below.*
Note: Only one application can be saved per school district. If an application for your school district has already been saved, the school district no longer appears as a choice in the Entity menu for new application.
 - b. View or edit an existing AEDY application – *See Editing an Application below.*
Note: Any application uploaded by another user cannot be accessed by you – unless you are designated as the primary contact or superintendent.

Creating a New Application

1. On the *AEDY Application Home* page, click **Add document**. The *Alternative Education for Disruptive Youth Online Application* form opens. The following is a screenshot of the first section of the application:



The screenshot shows the 'Alternative Education for Disruptive Youth Online Application' form. At the top center is a blue icon of a graduation cap. Below the icon, the title 'Alternative Education for Disruptive Youth' is displayed in a large, bold, dark green font, with 'Online Application' centered below it in a smaller, dark green font. The form consists of several input fields with labels and instructions:

- Program Year***: A dropdown menu with '2015-2017' selected.
- Entity***: A dropdown menu.
- AUN***: A text input field with the instruction 'Enter the entity's 9-digit AUN number.' and a red asterisk.
- Coordinator (Primary Contact)**: A section header in a dark grey bar.
- Name***: A text input field with the instruction 'Enter the full name of the primary contact for questions regarding your AEDY application.' and a red asterisk.
- Address***: A text input field with the instruction 'Enter the street address of the primary contact.' and a red asterisk.
- City***: A text input field with the instruction 'Enter the city in which the primary contact resides.' and a red asterisk.
- Zip***: A text input field with the instruction 'Enter the zip code of the primary contact.' and a red asterisk.
- Phone***: A text input field with the instruction 'Enter the phone number of the primary contact.' and a red asterisk.
- Email (Username)***: A text input field with the instruction 'The primary contact must be registered with PA Login (<https://www.login.state.pa.us/login/Register.aspx>). Enter their PA Login username below. Entering their PA Login username will resolve to their PA Login email address. The primary contact will be granted access to this application upon submission.' and a red asterisk.

At the bottom right of the form, there is a small icon of a person and a document, followed by a red asterisk.

2. Enter the required information, as denoted by the red asterisks.

IMPORTANT: You cannot Submit (Save) your application until you've completed the required fields.

IMPORTANT: You must save your application, by clicking Submit, every ten minutes or whenever you leave your computer.

IMPORTANT: If you're not ready for PDE to review your application, be sure that "No" is selected under Application Confirmation and Submission before you click Submit.

- Program Year
- Entity
- AUN
- Primary Contact Name
- Primary Contact Address
- Primary Contact City
- Primary Contact Zip
- **Primary Contact Email Address/Username** – The primary contact must be registered with PA Login (*See Getting Access to the AEDY SharePoint Site above*). **In the Email/Username field, enter their PA Login username.** Entering their PA Login username will resolve to their PA Login email address.
- **Superintendent Email Address/Username** – The superintendent must be registered with PA Login (*See Getting Access to the AEDY SharePoint Site above*). **In the Email/Username field, enter their PA Login username.** Entering their PA Login username will resolve to their PA Login email address.
- Program Name
- Grade Levels
- Program Type
- Number of Students
- Program Contact
- Program Contact Phone
- Program Contact Email Address – Does not need to be registered with PA Login
- Program Name – Needs to be entered for each program included in the application

3. At the bottom of the application, click **Submit**.

4. In the applications table, under *Name*, click on the name of the application for which you just clicked on Submit.

5. Enter additional information as necessary, such as:

IMPORTANT: You must save your application, by clicking Submit, every ten minutes or whenever you leave your computer.

IMPORTANT: If you're not ready for PDE to review your application, be sure that "No" is selected under Application Confirmation and Submission before you click Submit.

- Identify the program sites, consortium members, and private providers – Multiple entries can be made for each
- Under *Program Information*, for EACH program site, enter the **Program Name** and complete ALL five program component sections:
 - Informal Hearing
 - Design
 - Academics
 - Counseling/Behavior Modification
 - Formal Periodic Review

6. Under *Application Submission*, read and acknowledge the statements of understanding.

7. Do one of the following:

- *If the application is not final or ready to be reviewed by PDE*, choose **No** and then click **Submit**. Your application is saved and displayed in the table, but is not slated for PDE review. To edit your application, click on the name of the application. See *Editing an Application* below.
- *If the application is final and ready to be reviewed by PDE*, choose **Yes** and then click **Submit**. Your application is submitted and displayed in the table. PDE is automatically notified of your submission, and your application is slated for PDE review. Your application is no longer editable. After PDE reviews your application, you will be automatically notified whether your application is Approved or Returned (Requires additional information).

Editing an Application

AEDY applications that are under review by PDE are not editable. AEDY applications that you've saved, but not submitted to PDE for review, are editable. AEDY applications that have been returned to you are also editable. To edit a saved or returned application, please do the following:

1. On the *AEDY Application Home* page, under **Name** in the applications table, click on the application name. The *Alternative Education for Disruptive Youth Online Application* form opens. The following is a screenshot of the first section of the application:

The screenshot shows the 'Alternative Education for Disruptive Youth Online Application' form. At the top center is a blue icon of a graduation cap. Below the icon, the title 'Alternative Education for Disruptive Youth' is displayed in a large, bold, dark blue font, with 'Online Application' in a smaller, regular font underneath. The form consists of several input fields and a section header. The 'Program Year*' field contains '2015-2017' and has a dropdown arrow. The 'Entity*' field is empty and has a dropdown arrow. The 'AUN*' field contains the instruction 'Enter the entity's 9-digit AUN number.' and has a red asterisk. Below these is a dark grey section header 'Coordinator (Primary Contact)'. Underneath are six fields: 'Name*' with the instruction 'Enter the full name of the primary contact for questions regarding your AEDY application.'; 'Address*' with 'Enter the street address of the primary contact.'; 'City*' with 'Enter the city in which the primary contact resides.'; 'Zip*' with 'Enter the zip code of the primary contact.'; 'Phone*' with 'Enter the phone number of the primary contact.'; and 'Email (Username)*' with the instruction 'The primary contact must be registered with PA Login (<https://www.login.state.pa.us/login/Register.aspx>). Enter their PA Login username below. Entering their PA Login username will resolve to their PA Login email address. The primary contact will be granted access to this application upon submission.' Each of these six fields has a red asterisk. At the bottom right of the form, there are two small icons: a person and a document, followed by a red asterisk.

2. Enter the required information, as denoted by the red asterisks.

IMPORTANT: You cannot Submit (Save) your application until you've completed the required fields.

IMPORTANT: You must save your application, by clicking Submit, every ten minutes or whenever you leave your computer.

IMPORTANT: If you're not ready for PDE to review your application, be sure that "No" is selected under Application Confirmation and Submission before you click Submit.

- Program Year
- Entity
- AUN
- Primary Contact Name
- Primary Contact Address
- Primary Contact City
- Primary Contact Zip
- **Primary Contact Email Address/Username** – The primary contact must be registered with PA Login (*See Getting Access to the AEDY SharePoint Site above*). **In the Email/Username field, enter their PA Login username.** Entering their PA Login username will resolve to their PA Login email address.
- **Superintendent Email Address/Username** – The superintendent must be registered with PA Login (*See Getting Access to the AEDY SharePoint Site above*). **In the Email/Username field, enter their PA Login username.** Entering their PA Login username will resolve to their PA Login email address.
- Program Name
- Grade Levels
- Program Type
- Number of Students
- Program Contact
- Program Contact Phone
- Program Contact Email Address – Does not need to be registered with PA Login
- Program Name – Needs to be entered for each program included in the application

3. At the bottom of the application, click **Submit**.
4. In the applications table, under *Name*, click on the name of the application for which you just clicked on Submit.
5. Enter additional information as necessary, such as:

IMPORTANT: You must save your application, by clicking Submit, every ten minutes or whenever you leave your computer.

IMPORTANT: If you're not ready for PDE to review your application, be sure that "No" is selected under Application Confirmation and Submission before you click Submit.

- Identify the program sites, consortium members, and private providers – Multiple entries can be made for each
- Under *Program Information*, for EACH program site, enter the **Program Name** and complete ALL five program component sections:
 - Informal Hearing
 - Design
 - Academics
 - Counseling/Behavior Modification
 - Formal Periodic Review

6. Under *Application Submission*, read and acknowledge the statements of understanding.

7. Do one of the following:

- *If the application is not final or ready to be reviewed by PDE*, choose **No** and then click **Submit**. Your application is saved and displayed in the table, but is not slated for PDE review. To edit your application, click on the name of the application. See *Editing an Application* below.
- *If the application is final and ready to be reviewed by PDE*, choose **Yes** and then click **Submit**. Your application is submitted and displayed in the table. PDE is automatically notified of your submission, and your application is slated for PDE review. Your application is no longer editable. After PDE reviews your application, you will be automatically notified whether your application is Approved or Returned (Requires additional information).