AEDY SharePoint Site
Submitter Training

August 2016
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.

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:
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:
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).