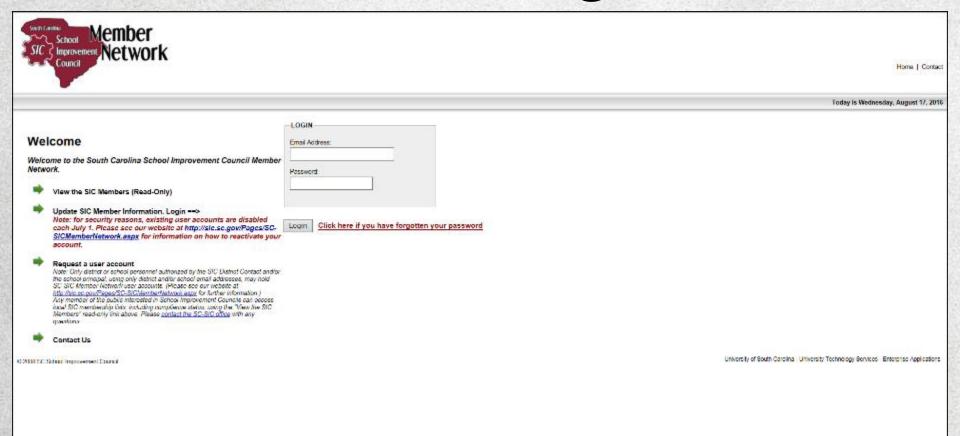




# The Online SIC Membership and Information Reporting System



### Member Network Home Page





### How do I get there?

The *Member Network* site can be accessed by going directly to the Home page at <a href="https://sic.ed.sc.edu/network/">https://sic.ed.sc.edu/network/</a>



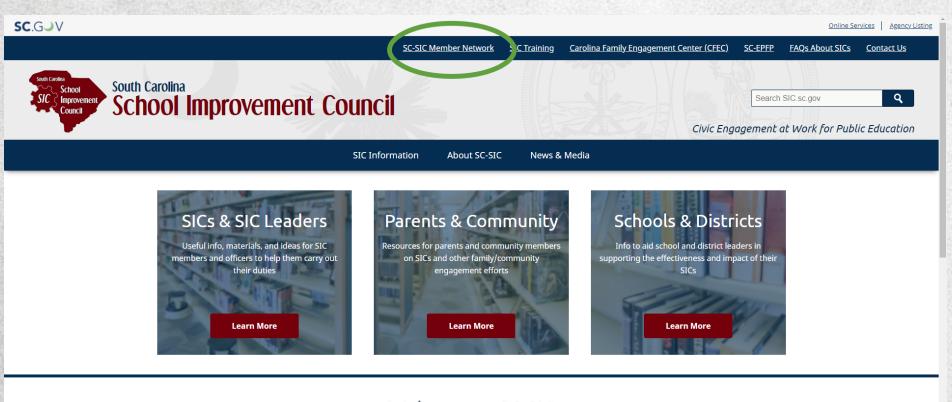
By clicking the *Member Network* link under "Quick Links" on the SC-SIC website at <a href="https://sic.sc.gov">https://sic.sc.gov</a>



By visiting the SC-SIC website and clicking the *Member Network* link under any of the three portals on the Home page.



### SC-SIC Home Page



Welcome to SC-SIC
COVID-19 Relief Funding for South Carolina K-12 Education

This SC-SIC - CFFC webinar from Thursday June 3, 2021 has information about the over \$3 billion in one-time federal relief funding



#### **User Accounts**

SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the district office.

All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.

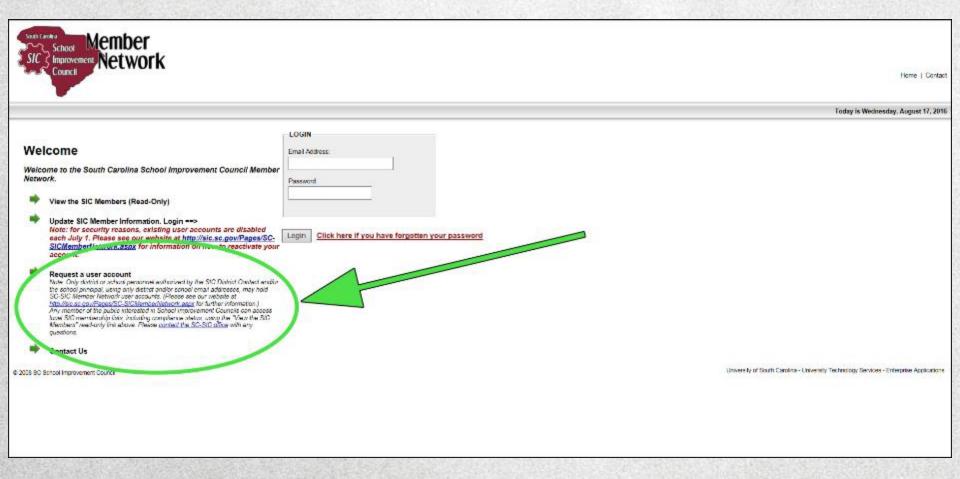


#### Obtaining an Account

- Visit the Member Network
- Click on the "Request a user account" link on the lift-hand side of the page, fill out the account request and submit it.
- SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.



### Obtaining an Account



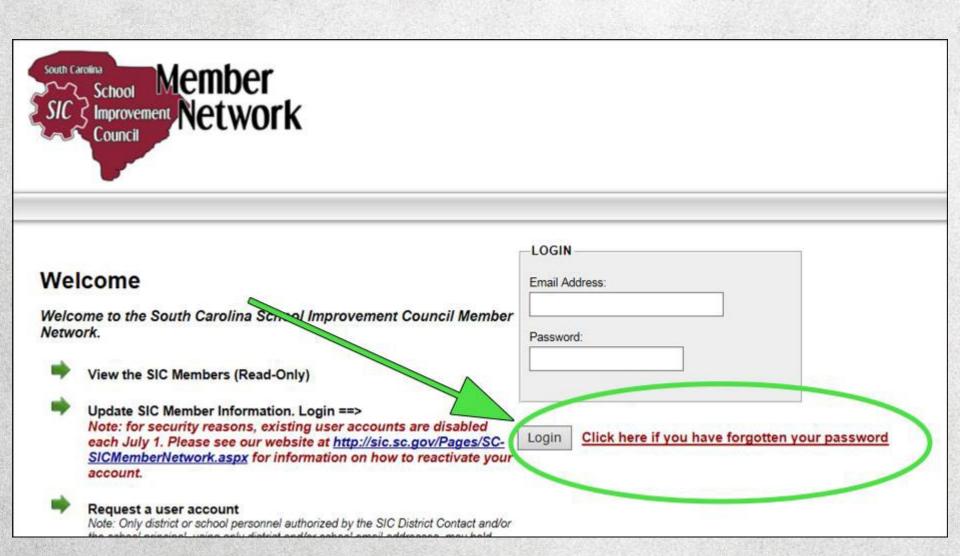


#### **About Passwords**

- All user accounts (school and district) are deactivated on July 1 of each year.
   Passwords for previous-year user accounts will not work for the current school year.
- You may reactivate your old account. When you log into the system with your email address and last year's password you will be prompted to reactivate your account. The system will email a new password to the email address associated with the account.



#### **About Passwords**





#### "That didn't work!"

If a user is unable to reactivate their account or retrieve their password, they should:

Fill out a new user account request



Contact Claudia at <u>cparnell@mailbox.sc.edu</u> and request a new password



#### **About Email Addresses**

- User accounts are tied to email addresses.
- Email addresses are Member Network user ID's.
- If a user's email address has changed, they will not be able to log in with the new email address.
- They will also not be able to reissue their own passwords because the system will have their old email address on their account.



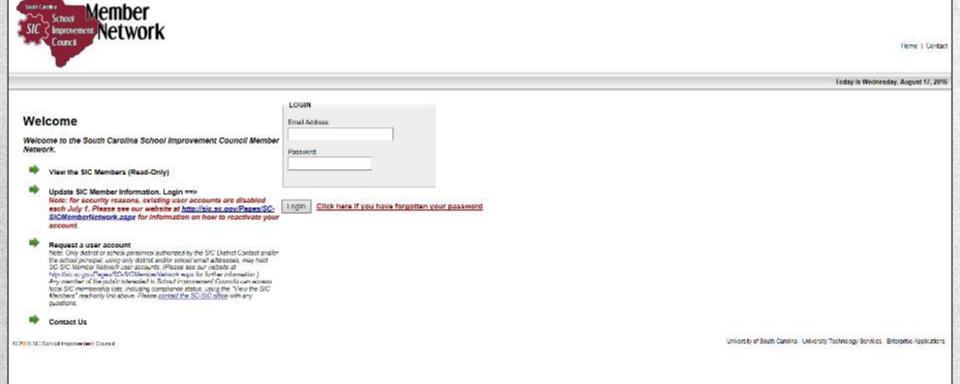
## If an Email Address Changes

The user should contact Claudia at <a href="mailto:cparnell@mailbox.sc.edu">cparnell@mailbox.sc.edu</a> and request an account update.

Alternatively, a user can simply fill out another account request.

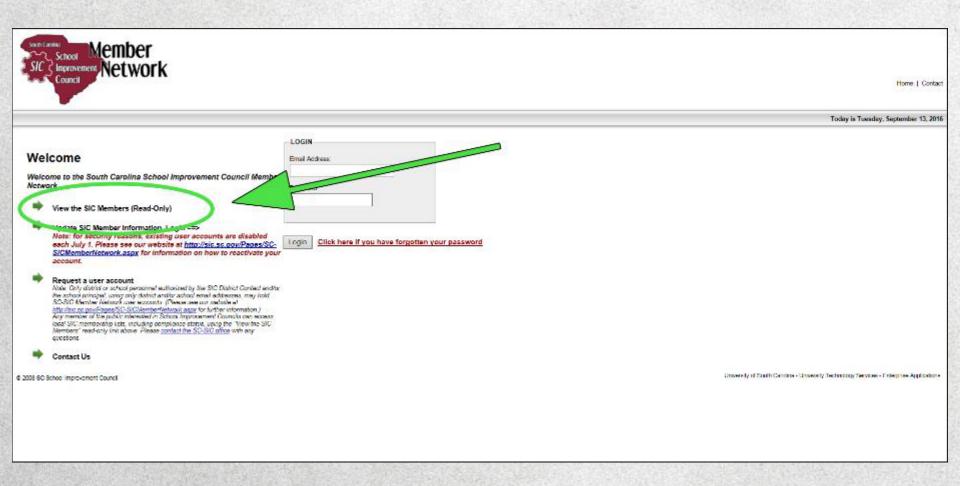


### Using the Member Network



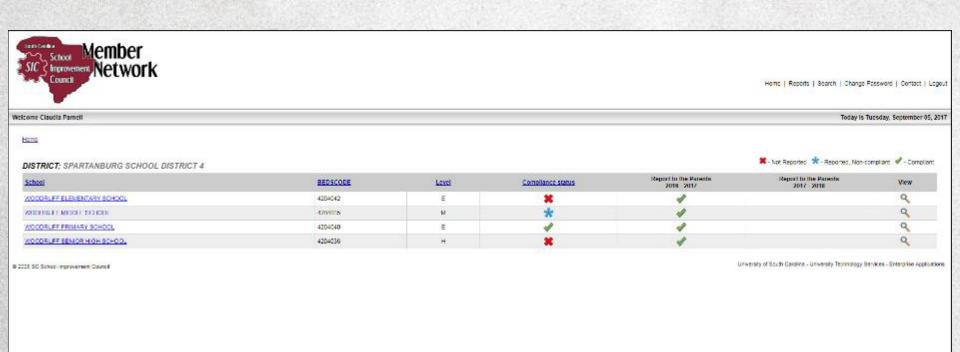


### SC-SIC Member Network Home Page: "View the SIC Members" Function





#### Main District-Level Screen



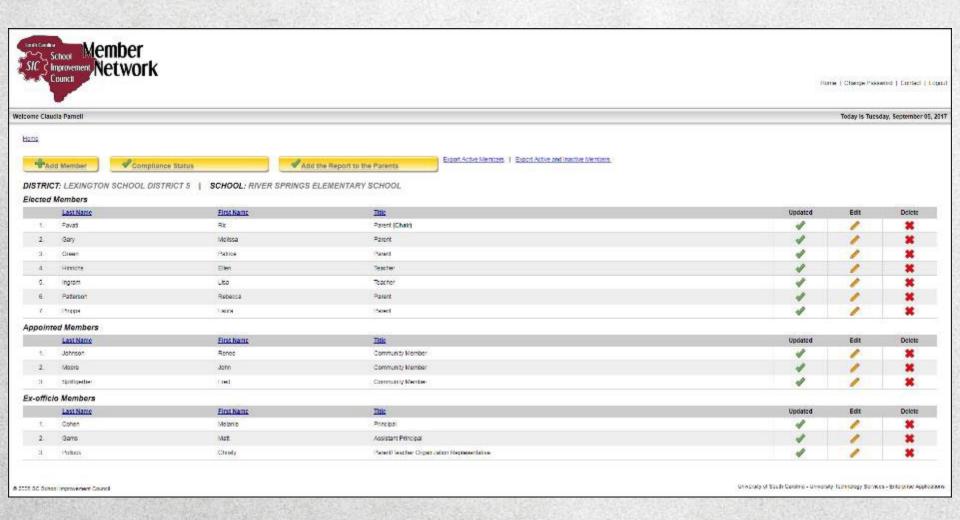


#### **Compliance Indicators**

	- Not Reported * - Reported, Non-compliant * - Co			
Compliance status	Report to the Parents 2015 - 2016	Report to the Parents 2016 - 2017	View	
#			Q	
×			Q	
*			Q	
×			Q	
×			Q	
*			Q	
*			Q	
1			Q	
1			Q	



#### Main School-Level Screen





#### **District Reports**



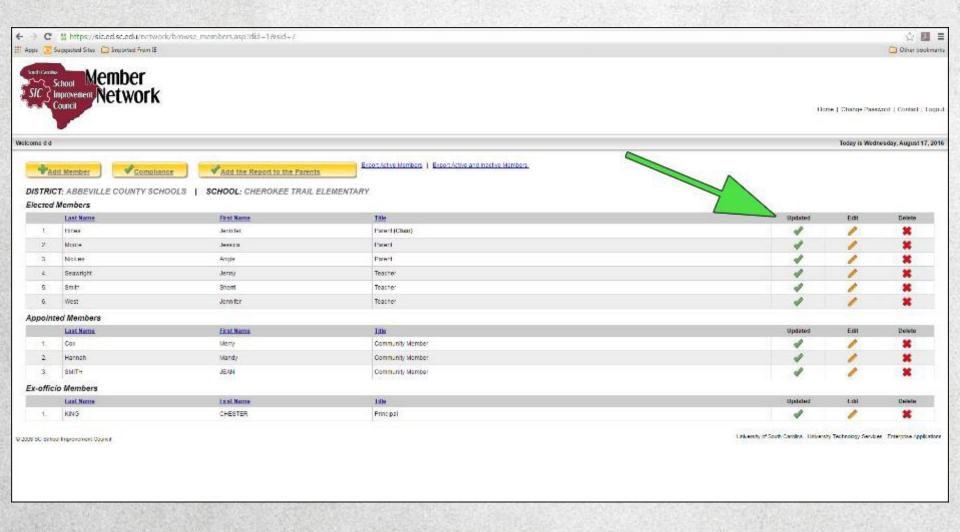
Welcome c c

#### Reports

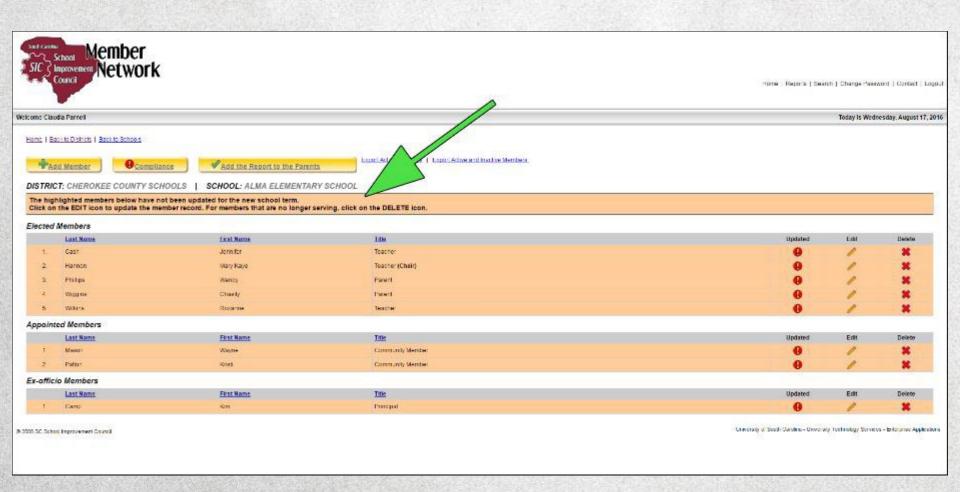
	Name	View
1	School Compliance	Q
- 1	View SIC members	Q
3	View All School Principals	9
4.	View SIC Chairs	Q

© 2008 SC School Imp. wement Council

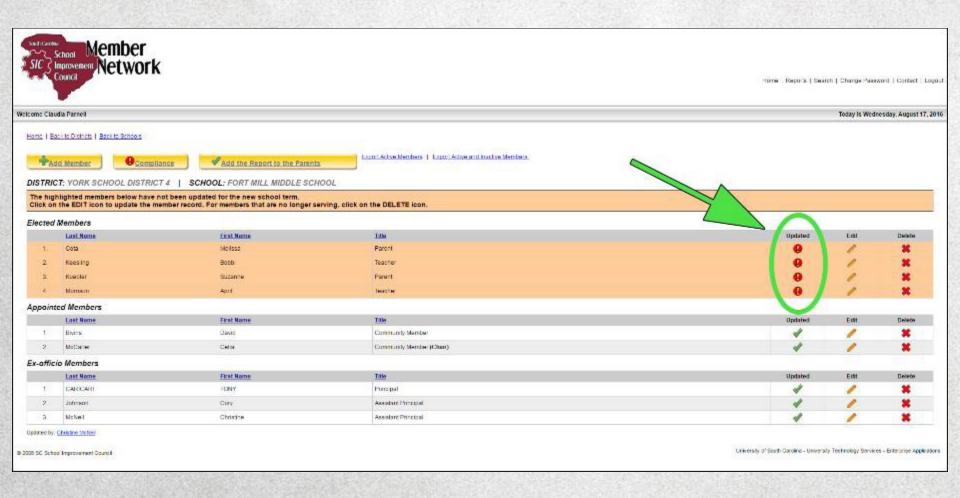




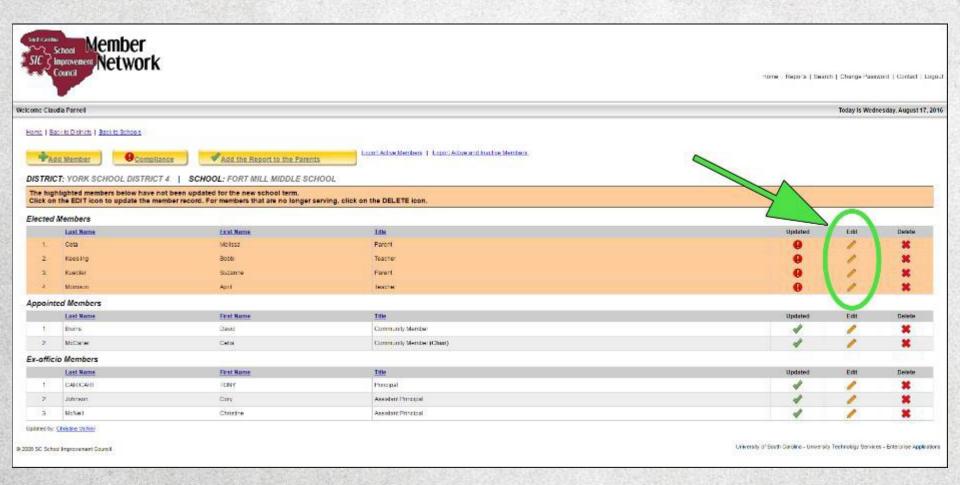






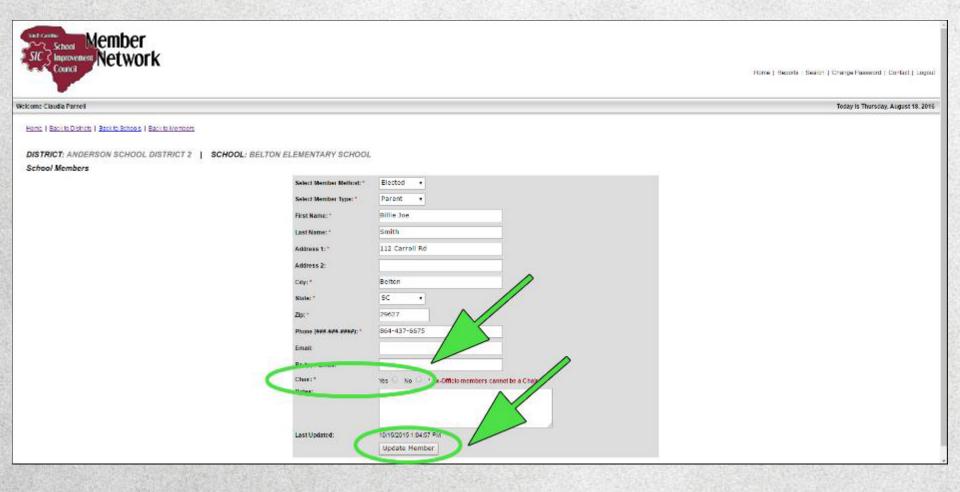




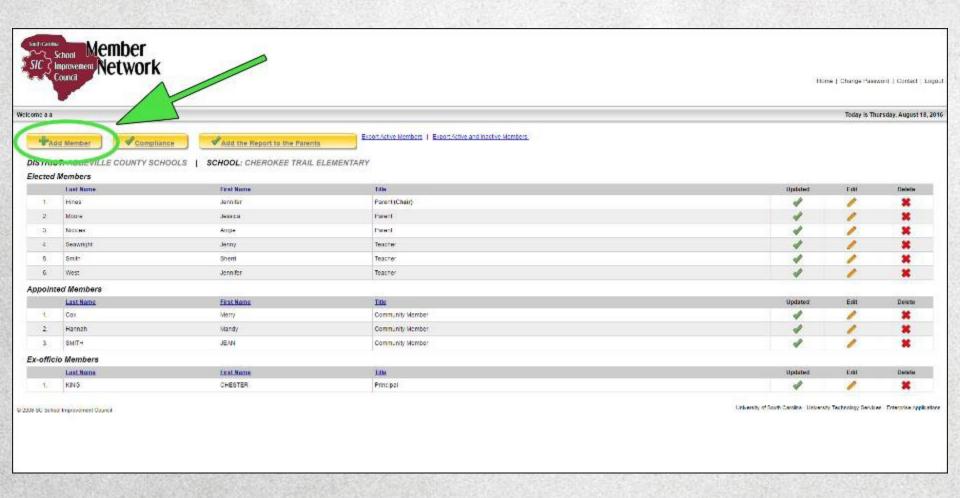




### SIC Update Member Screen





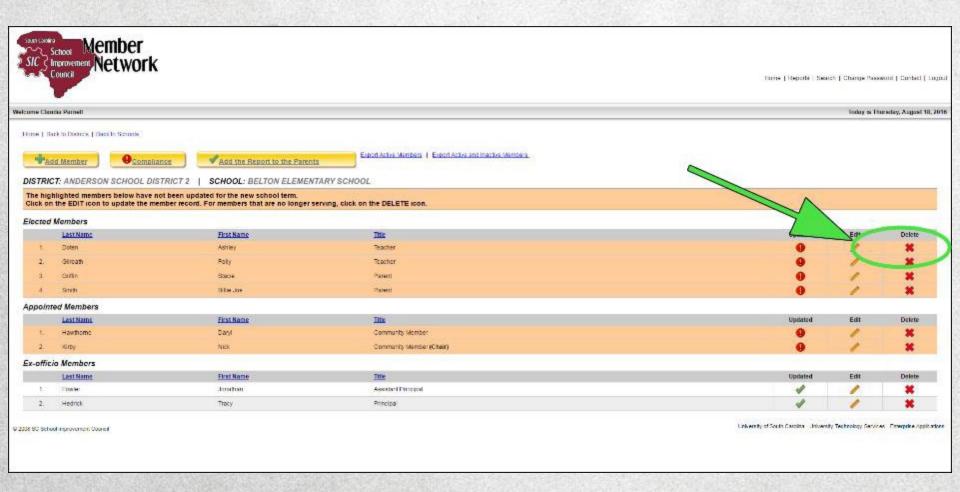




#### SIC Member Screen

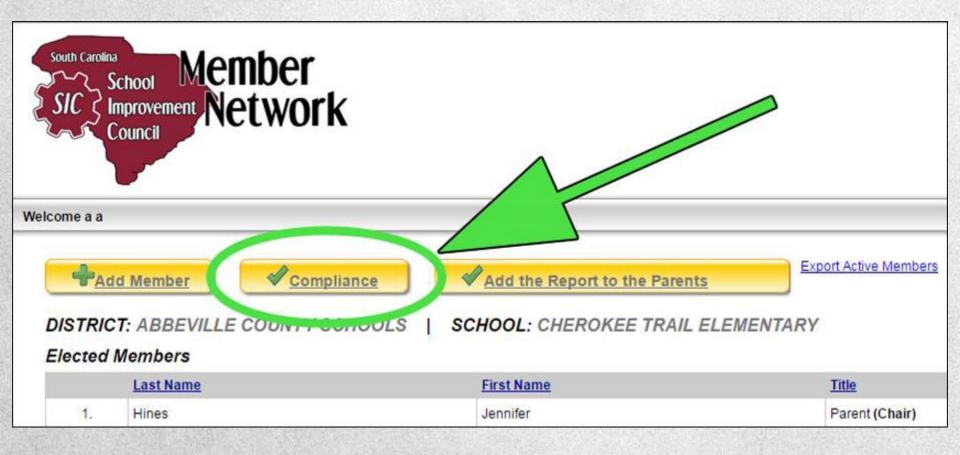
School Member Inprovement Network			Ho <mark>ns   Crange Password   Contact   Logout</mark>
Welcome a a			Today Is Thursday, August 18, 2016
Back to Members			
DISTRICT: ABBEVILLE COUNTY SCHOOLS   SCHOOL: CHEROKE	E TRAIL ELEMENTARY		
School Members			
	Select Member Method: *	Select One +	
	Select Member Type:	Select One •	
	First Name: 1		
	Fixel Name; *		
	Address 1:1		
	Address 2:		
	City: *		
	State: *	SC •	
	Zinc *		
	Phone (sun sun unsu): *		
	Emailt		
	Re Type L mud:		
	Chair:	Net U No. U *T's Officiomembers current be in Chair	
	Notes:		
		Update Hember	
			University of Smith Combins, University Technology Services, Enforcing Applications 3





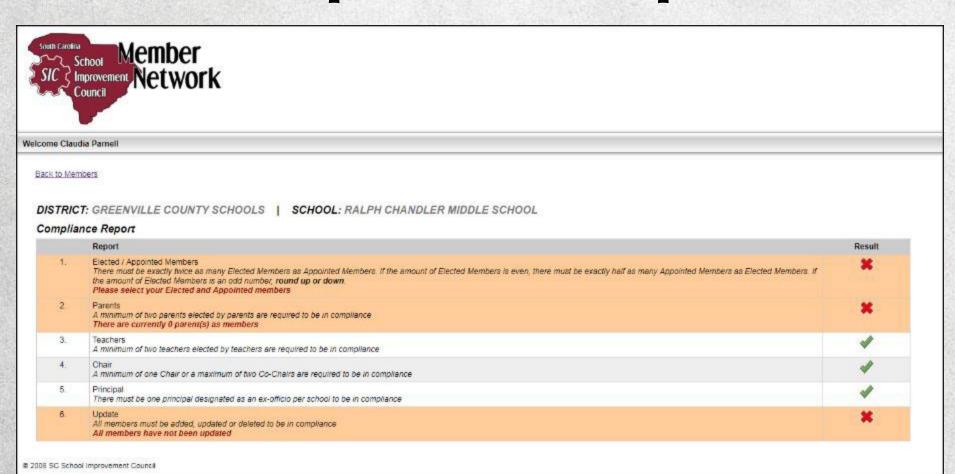


### Member Network Compliance Report

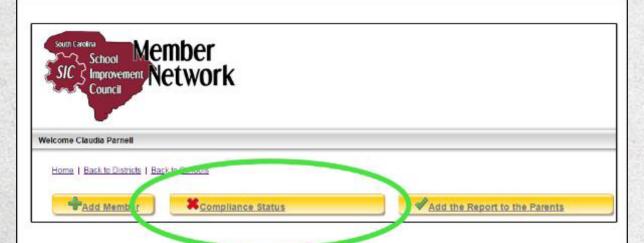




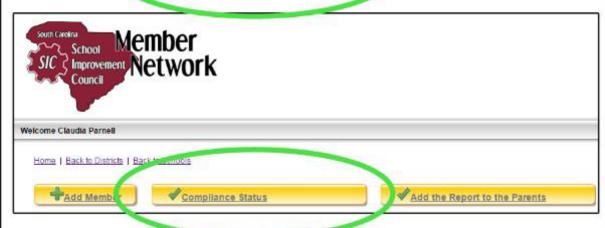
### Member Network Compliance Report





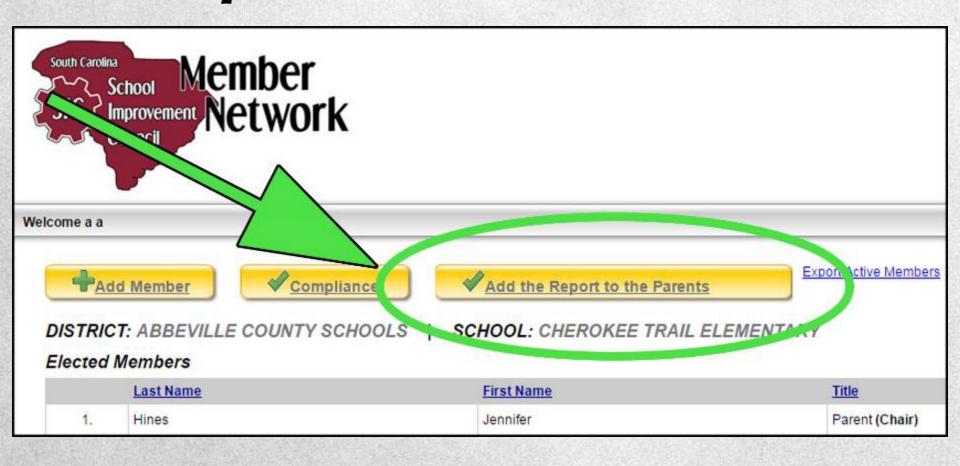






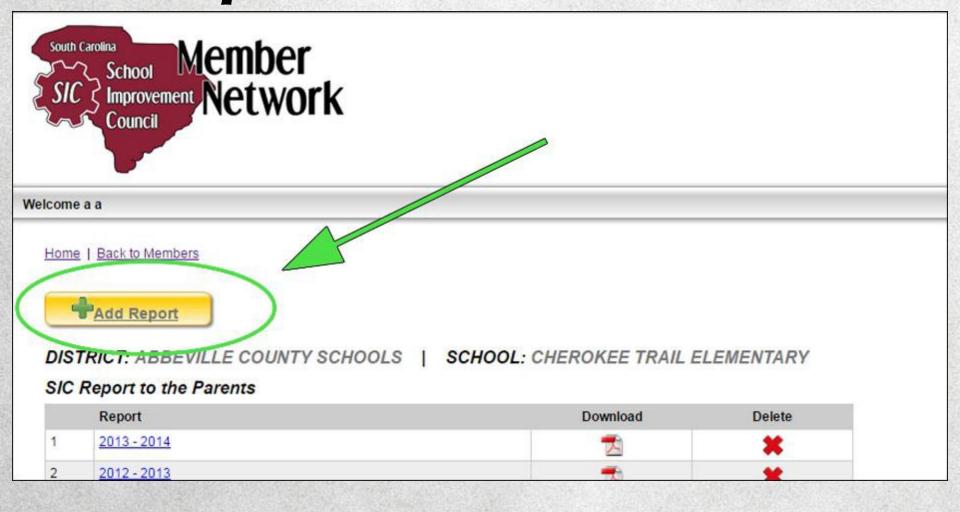


## Adding the Report to the Parents





## Adding the Report to the Parents





## Adding the Report to the Parents



#### Welcome a a

Home | Back to Reports

DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY

#### SIC Report to the Parents

(Submitted by April 30 annually)

Each SIC is required to write and distribute the Report to the Parents by April 30 of each year.

This provides an excellent opportunity to share your school's successes with the community as you report on the progress made with the school improvement plan. Be creative and use the Report to the Parents as a special marketi

#### How to upload your Report:

- 1. SC-SIC Member Network account-holders (the school's principal, a designated staff member and/or a district-level user) must log in to his/her account at the SC-SIC Member Network.
- Click the large yellow "Add the Report to the Parents" button on your SIC Member page.
- 3. Use the Browse button to navigate to the PDF of the Report on your computer. (Please note: Reports must be in PDF format. Contact us if you have questions.)
- 4. Click "Add Report"

PLEASE NOTE: Councils must still distribute their Reports among their communities; uploading only to the Member Network site does not satisfy statutory accountability.





### And That's the Member Network!

