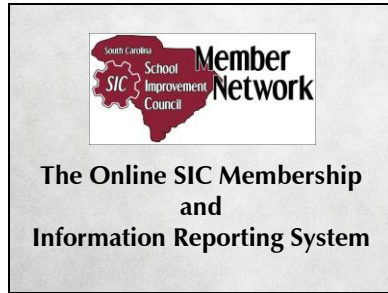
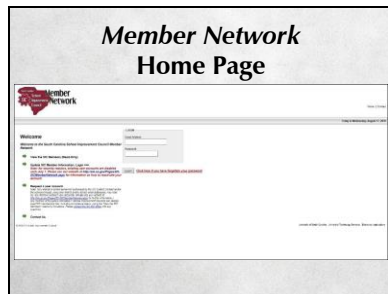


Slide 1



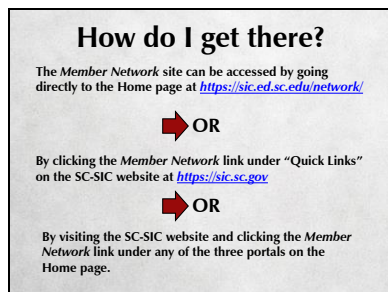
Hello, everyone. Today I'm going to take a few minutes to tell you about the SC-SIC Member Network, the database schools use to report their SIC membership to the state office.

Slide 2



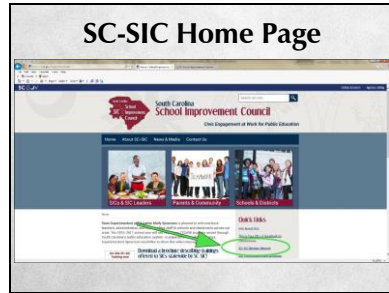
This is the Home page for the Member Network. Users log in here with their email address and password.

Slide 3



The Member Network site can be accessed by going there directly, by clicking the Member Network link under "Quick Links" on the SC-SIC website, or via the Member Network link under any of the three portals on the SC-SIC Home page.

Slide 4



Here you see the SC-SIC website Home page and the location of the Member Network link on the right-hand side of the page, under “Quick Links.” The portals are the three photos at the top.

Slide 5

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.

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

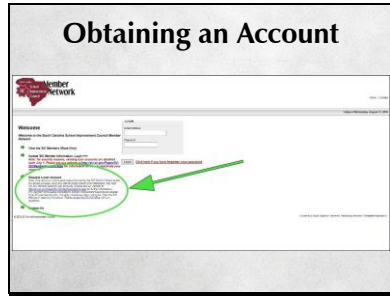
Slide 6

Obtaining an Account

- Visit the *Member Network*
- Click on the “Request a user account” link on the left-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.

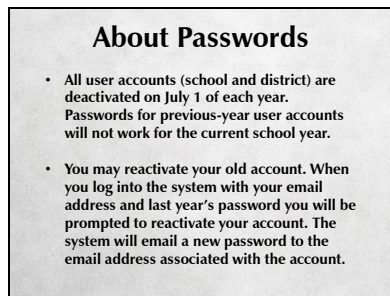
You can obtain an account by visiting the home page of the Member Network. Click the “Request a user account” link located on the left-hand side of the page, fill out the account request and submit it. SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

Slide 7



Here you see a screen shot of the Member Network landing page with the account request link circled. There is a note under the link that says, in part: "Only district or school personnel authorized by the SIC District Contact and/or the school principal, using only district and/or school email addresses, may hold SC-SIC Member Network user accounts." Please make sure that your principals are aware of this stipulation.

Slide 8



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

Slide 9




If you forget your password, click the password recovery link located underneath the login box.

Slide 10

“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

 **OR**

Contact Claudia at cparnell@mailbox.sc.edu and request a new password

The password recovery function may not work with some systems. If that’s the case, fill out a new account request or contact me.

Slide 11

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.

User accounts are tied to email addresses - the email address is the user ID. If your email address changes, you can’t use the new one to log in. If you try to use the forgot password feature, the system will email your password to your old address. ALSO, school users are limited to one account per email address. If a principal needs access to multiple SICs, he or she must designate someone within the administration to hold the additional school account. Of course, as a district-level account holder, you have access to all of the schools in your district.

Slide 12

**If an Email
Address Changes**

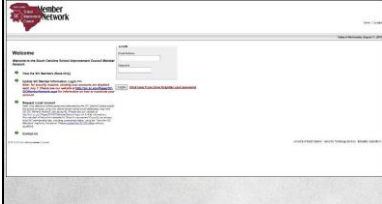
The user should contact Claudia at cparnell@mailbox.sc.edu and request an account update.

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

So what do you do? Contact me and I'll update your account. Or a user can simply fill out another account request.

Slide 13


**Using the
Member Network**

A screenshot of the Member Network website. The page has a header with the Member Network logo. Below the header, there is a navigation menu with several links. The main content area contains a welcome message and a list of links for various services.

Now I'll briefly go over the basics of using the Member Network.

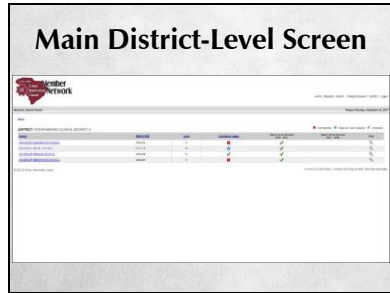
Slide 14

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

A screenshot of the SC-SIC Member Network Home Page. The page has a header with the Member Network logo. Below the header, there is a navigation menu. A green arrow points to the "View the SIC Members" link in the navigation menu. The main content area contains a welcome message and a list of links for various services.

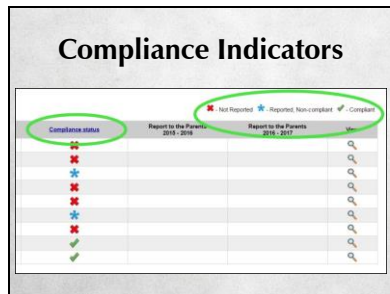
From the Home page "View the SIC Members" can be accessed. This is a read-only function that allows the public to drill down through the district and school name to access information about the SIC, including compliance status and names of the SIC members. No contact information is shared publicly.

Slide 15



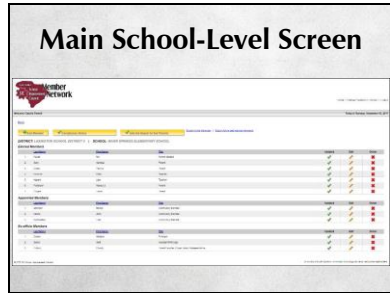
As a district-level user, after you log in you will see a list of all the schools in your district, their compliance status, and if they have uploaded their last two years of SIC Reports to the Parents. Click on the name of a school to see the main SIC membership screen for that school.

Slide 16



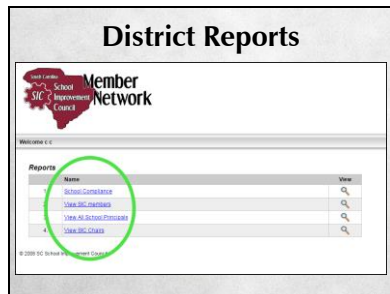
Three icons indicate a school's compliance status. A red X for Not Reported means just that – the school didn't report their SIC membership and is therefore out of compliance. A blue asterisk indicates Reported, Non-Compliant - the school reported the SIC membership, but did not do it by the deadline, did not fully update the membership, and/or the SIC does not meet statutory guidelines such as member composition. A green check for Compliant means that the SIC meets all statutory guidelines, including reporting by the deadline of November 15. The status is also visible in the public, read-only view.

Slide 17



This is a screen shot of the school-level screen, which is what you will see after clicking on a school name. This is also what a school-level user sees after logging in. While school-level users are responsible for membership updates, as a district-level user you can also perform these updates if you choose to do so.

Slide 18



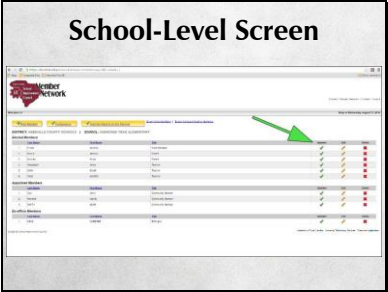
These are the reports district-level users can run. Each one returns a report of active SIC membership in an Excel-compatible file. The Reports function link – not shown here - is located in the upper R-hand portion of the screen.

The View SIC members report can be exported as individual SICs or as the entire district. The information on the report is comprised of the name of the district, the name of the school, the member's contact information, the date the member was last updated in the database, whether the member is elected, appointed or ex-officio, and the type of member. (Parent, teacher, community member, etc.) If the member has shared their email address with the school to be included in the Member Network it will be displayed in the report, also.

The View all School Principals and View the SIC Chairs reports contain the same level of detail as the View SIC members report. It's important to remember that the reports only return results for ACTIVE members. All SIC

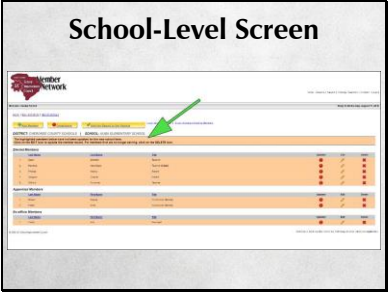
membership becomes inactive after July 1st, and won't be active again until it's updated for the new school year. So, for example, if you run a View SIC members report on July 1st, the system won't find any active members.

Slide 19



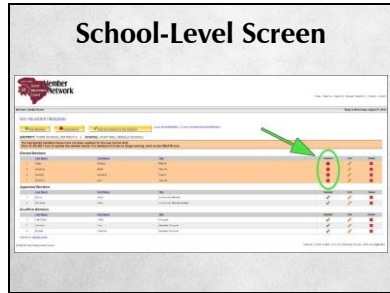
This is an updated SIC. If the member has been updated, there will be a green check in the updated column.

Slide 20



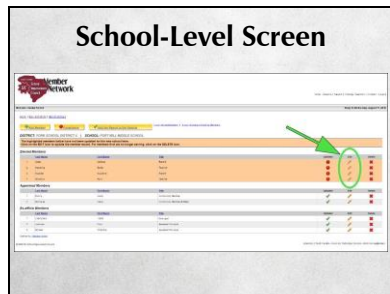
This is a screen shot of an SIC that has not been updated. The non-updated members are highlighted. You'll see a note at the top indicating that the highlighted members haven't been updated for the current school year.

Slide 21



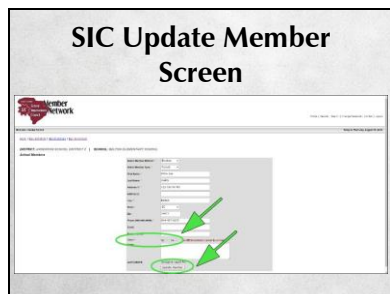
This SIC has been partially updated.

Slide 22



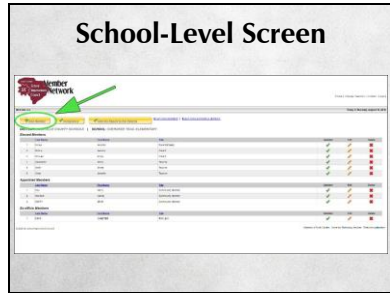
Members are updated by clicking the pencil icon in the Edit column.

Slide 23



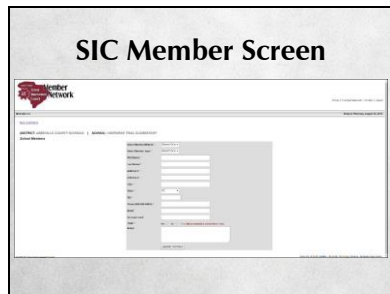
To update a returning member for the new school term, the user indicates whether or not the member is a Chair and then clicks the Update Member button.

Slide 24



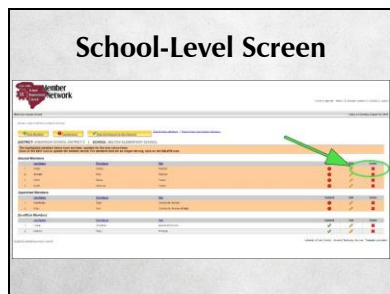
To add a member, the user clicks the “Add Member” button on the main membership screen.

Slide 25



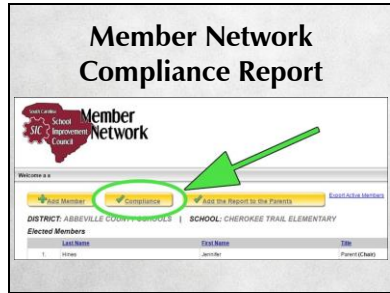
The member’s contact information is added here. All fields are required except the email field. We strongly encourage SIC members to share their email address if they have one, because this is how the state office communicates with them.

Slide 26



To delete a member, the user clicks the “Delete” icon, a red X, on the main membership screen.

Slide 27



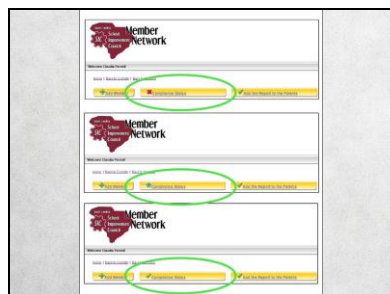
By clicking the Compliance button, a user can see whether or not the SIC is in compliance with state statute.

Slide 28



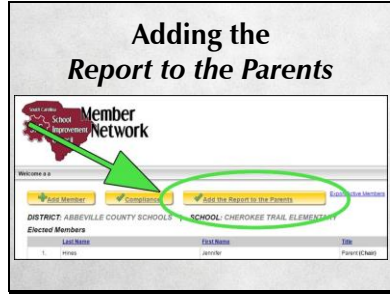
A green check mark in the Result column indicates that the SIC is in compliance on each of the levels. A red X in the column indicates that they are not. The report will tell the user why the SIC is not in compliance on this particular level.

Slide 29



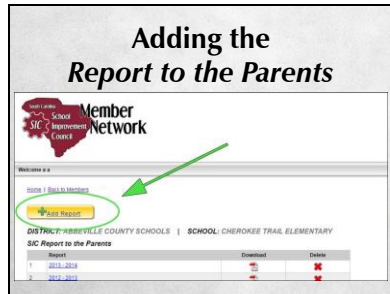
The Compliance Status button on the main school membership screen will show a red X for Not Reported, a blue asterisk for Reported, Non-Compliant, and a green check for In Compliance.

Slide 30



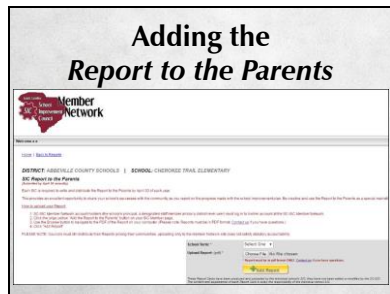
We ask the Councils to share their annual Report to the Parents by June 1 of each year. A user clicks the “Add the Report to the Parents” button to start this process.

Slide 31



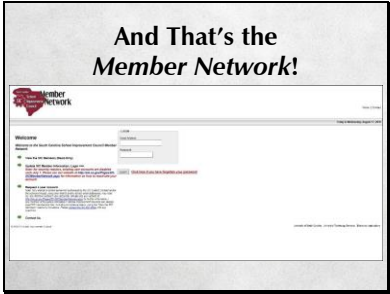
After clicking the “Add the Report to the Parents” button, the user should click the “Add Report” button.

Slide 32



After clicking the “Add Report” button, the system will advance to the next screen. Instructions for adding the Report are displayed. Please be aware that if lots of photos and graphics are contained in a Report the file size may be too large to upload. If you get an error message, use a site free site like smallpdf.com to reduce the file size and try again. If you still get an error, contact me for help.

Slide 33



So, that's the Member Network. Does anyone have any questions?