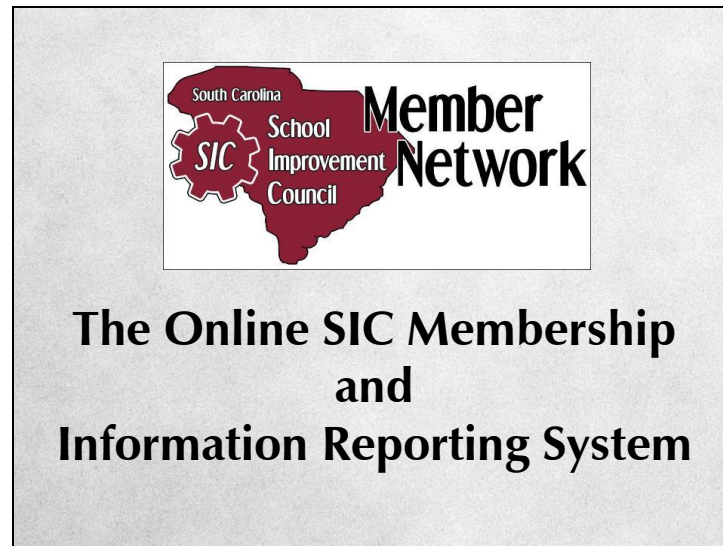
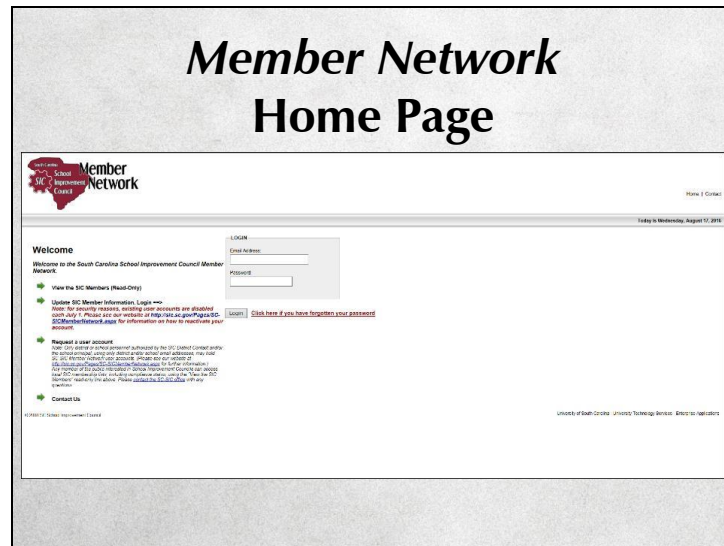


Slide 1



Hello, everyone. Today we'll 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.

## How do I get there?

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



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



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

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 “Quick Link.”

## **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.**

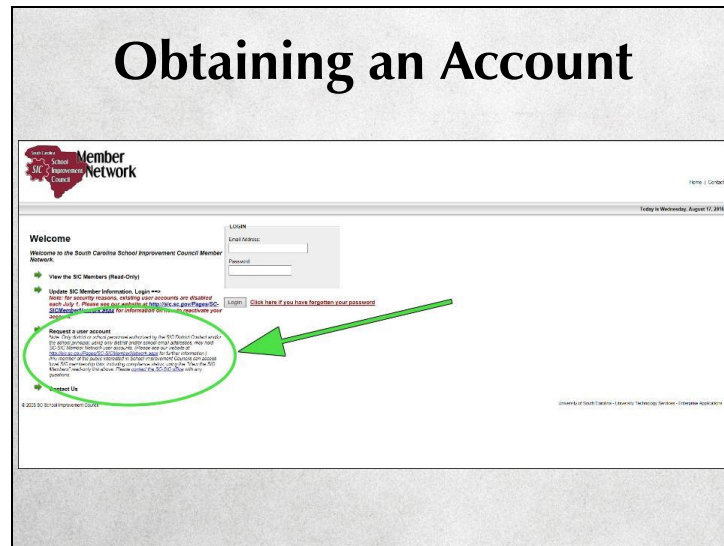
**All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.**

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.

## 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.
- “Request a user account” isn’t underlined, but it is a link.
- 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.



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.

## 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.**

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.



# About Passwords

**Member Network**

---

## Welcome

Welcome to the South Carolina School Improvement Council Member Network.

- ➡ View the SIC Members (Read-Only)
- ➡ Update SIC Member Information. Login ==>  
Note: for security reasons, existing user accounts are disabled each July 1. Please see our website at <http://sic.sc.gov/Pages/SC-SICMemberNetwork.aspx> for information on how to reactivate your account.
- ➡ Request a user account  
Note: Only district or school personnel authorized by the SIC District Contact and/or the school principal can create district and/or school user accounts.

### LOGIN

Email Address:

Password:

[Click here if you have forgotten your password](#)

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

## **“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 [cparnell@mailbox.sc.edu](mailto: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 Claudia.

## 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.

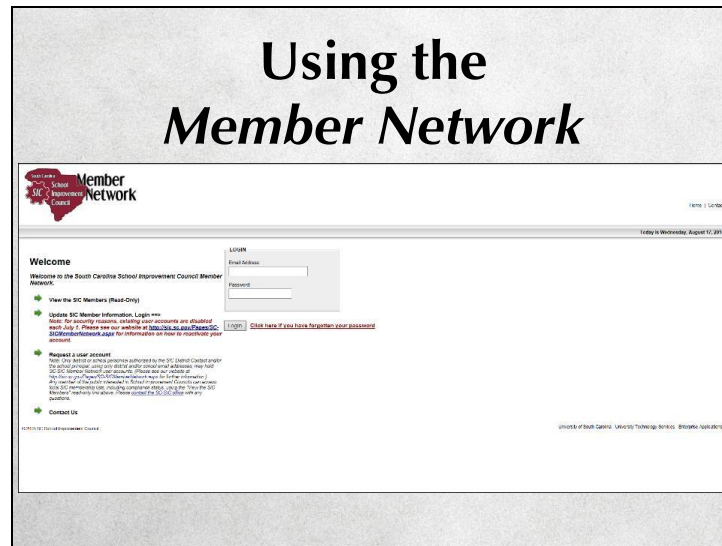
User accounts are tied to email addresses - the email address is the user ID. If your email address changes, you can't use the new one to log in. If you try to use the forgot password feature, the system will email your password to your old address. ALSO, school users are limited to one account per email 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.

## **If an Email Address Changes**

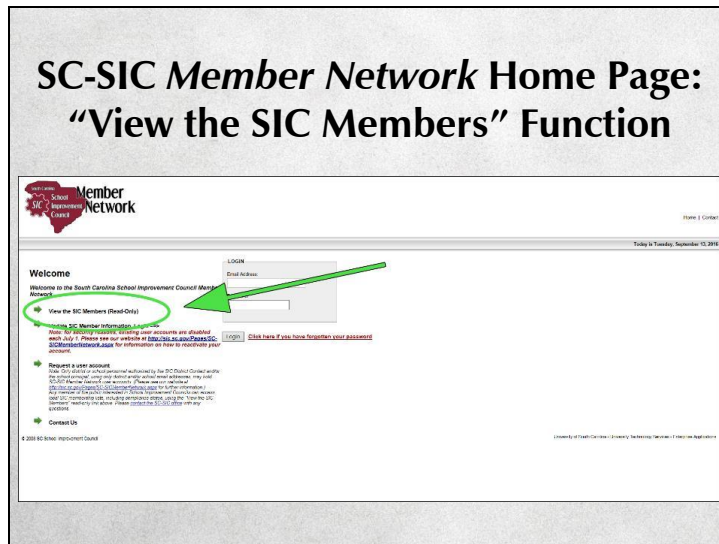
The user should contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request an account update.

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

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



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



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.

# Main District-Level Screen

**Member Network**

Home | Reports | Search | Change Password | Contact | Logout

Today is Tuesday, September 02, 2009

**DISTRICT: SPARTANBURG SCHOOL DISTRICT 4**

SCHOOL	REPORTING YEAR	LAST	COMPLIANCE STATUS	REPORT TO THE PARENTS 2007 - 2007	REPORT TO THE PARENTS 2007 - 2008	VIEW
<a href="#">SPARTANBURG SCHOOL DISTRICT 4</a>	420000	S	✗	✓		<a href="#">View</a>
<a href="#">SPARTANBURG SCHOOL DISTRICT 4</a>	420000	M	✗	✓		<a href="#">View</a>
<a href="#">SPARTANBURG SCHOOL DISTRICT 4</a>	420000	S	✓	✓		<a href="#">View</a>
<a href="#">SPARTANBURG SCHOOL DISTRICT 4</a>	420000	M	✗	✓		<a href="#">View</a>

© 2009 SIC System Implementation Council

LIC 1000 of SIC 1000 - University Technology for White - 2009/09/02/09/02/09

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.


## Compliance Indicators

<span>✖ - Not Reported</span> <span>✱ - Reported, Non-compliant</span> <span>✔ - Compliant</span>			
Compliance status	Report to the Parents 2015 - 2016	Report to the Parents 2016 - 2017	View
✖			
✖			
✱			
✖			
✖			
✱			
✖			
✔			
✔			

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.



# Main School-Level Screen


Member Network

[Home](#) | [Change Password](#) | [Logout](#) | [Help](#)

Welcome, District Parent! Today is Tuesday, September 15, 2015

[Add Member](#) | [Completion Status](#) | [Add the Report to the Parent](#) | [BULK ADD MEMBER](#) | [BULK ADD NEW MEMBER](#)

**DISTRICT: LEXINGTON SCHOOL DISTRICT 3 | SCHOOL: RIVER SPRINGS ELEMENTARY SCHOOL**

### Board Members

id	id	id	id	id	id
1	Paula	PA	Paula (Chair)	Completed	Not
2	Sam	MS	Sam	Completed	Not
3	Sam	MS	Sam	Completed	Not
4	Sam	MS	Sam	Completed	Not
5	Sam	MS	Sam	Completed	Not
6	Sam	MS	Sam	Completed	Not
7	Sam	MS	Sam	Completed	Not

### Appointed Members

id	id	id	id	id	id
1	Sam	MS	Sam	Completed	Not
2	Sam	MS	Sam	Completed	Not
3	Sam	MS	Sam	Completed	Not

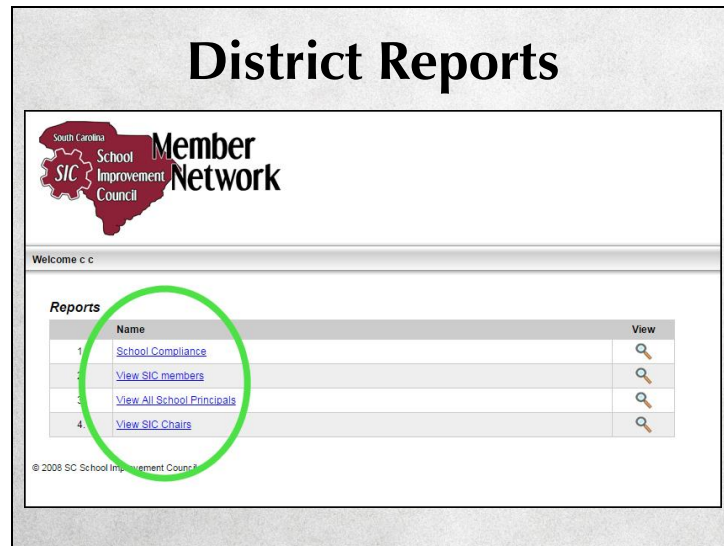
### Ex-officio Members

id	id	id	id	id	id
1	Sam	MS	Sam	Completed	Not
2	Sam	MS	Sam	Completed	Not
3	Sam	MS	Sam	Completed	Not

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UNIVERSITY OF TEXAS SYSTEMS - UNIVERSITY TECHNOLOGY SERVICES - DISTRICT 3 APPLICATIONS

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.



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.

## School-Level Screen

**Member Network**

**DISTRICT: ASHEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY**

**District Members**

Link Name	Link Name	Link	Updated	Link	Link
1. Link	Link	Link	✓	Link	Link
2. Link	Link	Link	✓	Link	Link
3. Link	Link	Link	✓	Link	Link
4. Link	Link	Link	✓	Link	Link
5. Link	Link	Link	✓	Link	Link
6. Link	Link	Link	✓	Link	Link

**Appointed Members**

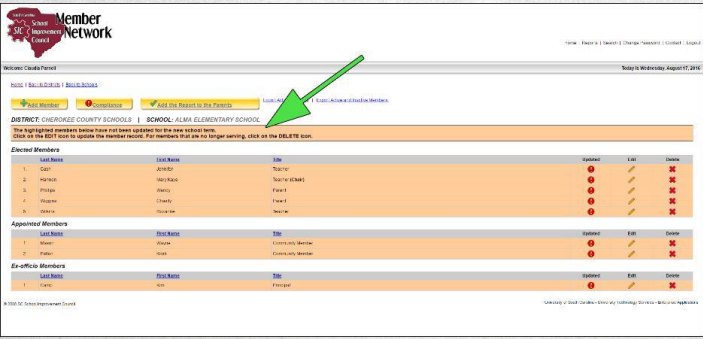
Link Name	Link Name	Link	Updated	Link	Link
1. Link	Link	Link	✓	Link	Link
2. Link	Link	Link	✓	Link	Link
3. Link	Link	Link	✓	Link	Link

**Executive Members**

Link Name	Link Name	Link	Updated	Link	Link
1. Link	Link	Link	✓	Link	Link

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

## School-Level Screen



**Member Network**

Home | Search | Change Password | Logout | Login

Today's Wednesday, August 17, 2010

Members: Church Portal

Home | My School | My Profile | My Settings | My Account | My Members | My Groups | My Calendar | My News | My Reports | My Tools

**SCHOOL OF THE HOLY SPIRIT**

The highlighted members below have not been updated for the new school year.  
Click on the **UPDATE** icon to update the member record. For members that are no longer serving, click on the **DELETE** icon.

Current Members	Last Name	First Name	Title	Updated	Edit	Delete
1	COLE	JENNIFER	Teacher (K-5)			
2	WATSON	JOHN	Teacher (K-5)			
3	PRITCHARD	PAUL	Teacher (K-5)			
4	WATSON	JOHN	Teacher (K-5)			
5	WATSON	JOHN	Teacher (K-5)			

Appointed Members	Last Name	First Name	Title	Updated	Edit	Delete
1	WATSON	JOHN	Community Member			
2	WATSON	JOHN	Community Member			

Ex-officio Members	Last Name	First Name	Title	Updated	Edit	Delete
1	WATSON	JOHN	Principal			

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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.



# School-Level Screen

**School Member Network**

Home | Register | Search | Change Password | Logout | Contact

Member: District York | Today is Wednesday, August 17, 2016

[Add Member](#) | [Remove Member](#) | [Add the Member to the System](#) | [Add/Remove Member](#) | [Add/Remove Member](#)

**DISTRICT YORK SCHOOL DISTRICT 4 | SCHOOL FORT MILL MIDDLE SCHOOL**

The designated members below have the right to add and delete members for the school. Click on the EDIT icon to update the member record. For members that are no longer serving, click on the DELETE icon.

Elected Members			Deleted	Edit	Delete
Rank	First Name	Last Name			
1	John	McCall	Parent		
2	Andrew	Smith	Teacher		
3	Andrew	Smith	Parent		
4	Andrew	Smith	Parent		

Appointed Members			Deleted	Edit	Delete
Rank	First Name	Last Name			
1	John	McCall	Community Member		
2	Andrew	Smith	Community Member (Not Set)		

Staffing Members			Deleted	Edit	Delete
Rank	First Name	Last Name			
1	John	McCall	Principal		
2	Andrew	Smith	Assistant Principal		
3	Andrew	Smith	Assistant Principal		

Created by: [C:\Users\jmc\Documents\School](#)

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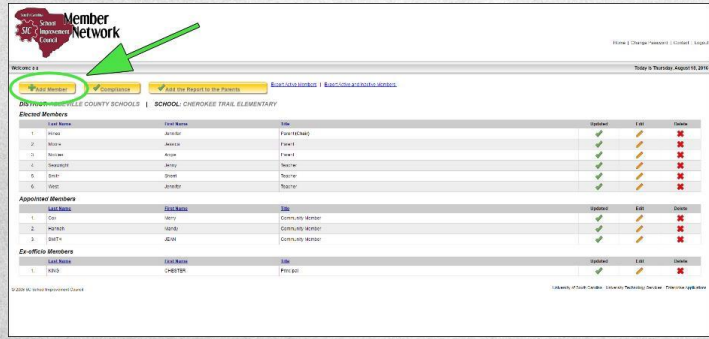
Members are updated by clicking the pencil icon in the Edit column.

## SIC Update Member Screen

The screenshot shows a web application titled "Member Network" with a logo on the left. The page has a navigation bar with links: "Home", "About", "Contact", "Help", "Log Out", and "Update Member". Below the navigation bar, there is a breadcrumb trail: "Home > School Members > School Members". The main content area is titled "School Members" and contains a form for updating a member. The form fields include: "Select Member" (dropdown), "Select Member Type" (dropdown), "First Name" (text), "Last Name" (text), "Address 1" (text), "Address 2" (text), "City" (text), "State" (dropdown), "Zip" (text), "Phone (301-400-0000)" (text), "Email" (text), "Chair?" (radio buttons for "Yes" and "No"), and "Last Update" (text). A red arrow points to the "Chair?" field, and a green arrow points to the "Update Member" button. The "Chair?" field is circled in green, and the "Update Member" button is also circled in green.

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.

## School-Level Screen



The screenshot shows the 'Member Network' interface for 'SCHOOL: CHEROKEE TRAIL ELEMENTARY'. The top navigation bar includes buttons for 'Add Member', 'Complete', 'Add the Report to the Parents', 'Export to Excel', and 'Export to PDF'. Below the navigation bar, there are three main sections: 'Elected Members', 'Appointed Members', and 'Ex-officio Members'. Each section contains a table with columns for 'Last Name', 'First Name', 'Title', 'Status', 'Edit', and 'Delete'.

Elected Members					
Last Name	First Name	Title	Status	Edit	Delete
1. Smith	John	Principal	✓	✎	✖
2. Jones	Anna	Teacher	✓	✎	✖
3. Brown	John	Teacher	✓	✎	✖
4. Green	John	Teacher	✓	✎	✖
5. White	John	Teacher	✓	✎	✖
6. Black	John	Teacher	✓	✎	✖


Appointed Members					
Last Name	First Name	Title	Status	Edit	Delete
1. Doe	Mary	Community Member	✓	✎	✖
2. Smith	John	Community Member	✓	✎	✖
3. Doe	John	Community Member	✓	✎	✖

Ex-officio Members					
Last Name	First Name	Title	Status	Edit	Delete
1. Doe	John	Principal	✓	✎	✖

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



## SIC Member Screen



Home | Change Password | Logout | Logout

Member Network

Today is Thursday, August 08, 2013

[Home](#)  
DISTRICT: ARMYVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY  
School Members

Select Member Network: Select One

Select Member Name: Select One

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone (with area code):

Email:

Has Internet Access: ☐ Yes ☐ No YES IS REQUIRED FOR ALL MEMBERS TO BE ADDED TO THE LIST

Class:

Notes:

Update Member

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.

# School-Level Screen

**Member Network**

Home > School > School Members

**SCHOOL: BELTON ELEMENTARY SCHOOL**

The highlighted members below have not been updated for the past 90 days. Click on the EDIT icon to update the member record. For members that are no longer serving, click on the DELETE icon.

Principal Members			
Last Name	First Name	Title	Actions
1. Davis	Adrian	Principal	Update Edit Delete
2. Smith	Patty	Principal	Update Edit Delete
3. Smith	Sharon	Principal	Update Edit Delete
4. Smith	John Lee	Principal	Update Edit Delete

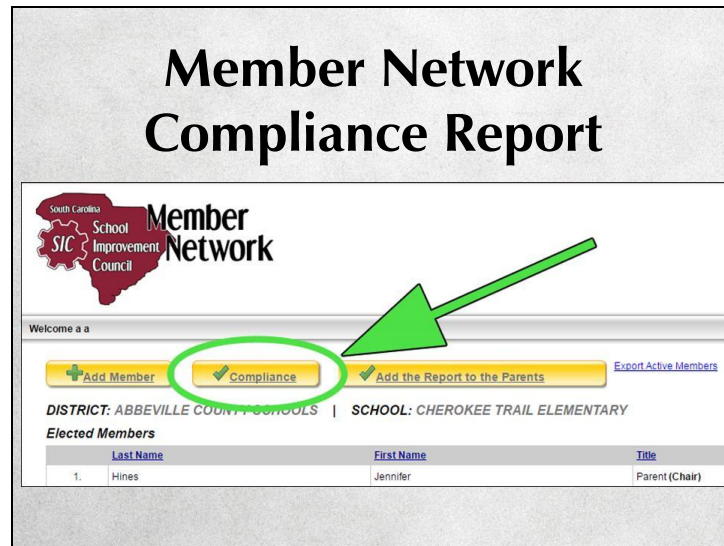
Aspernet Members					
Last Name	First Name	Title	Updated	Edit	Delete
1. Smith	Carol	Community Member	Update	Edit	Delete
2. Smith	John	Community Member (CMA)	Update	Edit	Delete

Ex-officio Members					
Last Name	First Name	Title	Updated	Edit	Delete
1. Smith	John Lee	Principal	Update	Edit	Delete
2. Smith	John	Principal	Update	Edit	Delete

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Help | About | Contact Us | Privacy Policy | Terms of Service

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



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

# Member Network Compliance Report

**Member Network**

Welcome, Claudia Perrelli

[Back to Overview](#)

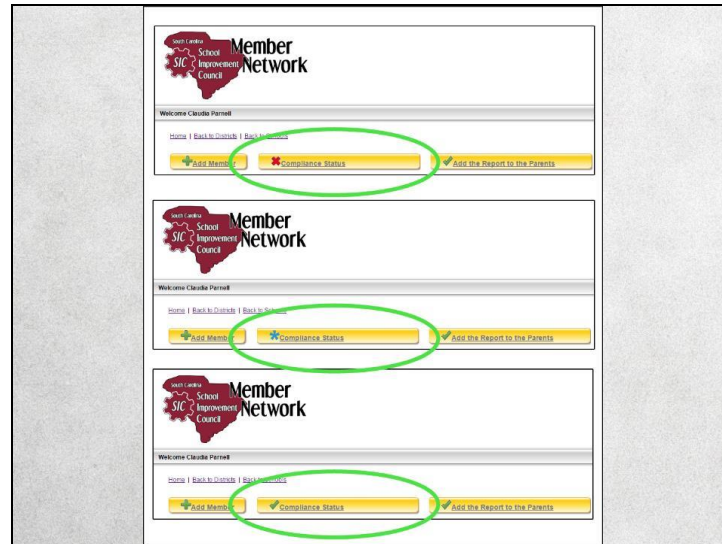
DISTRICT: GREENVILLE COUNTY SCHOOLS
SCHOOL: RALPH CHANDLER MIDDLE SCHOOL

**Compliance Report**

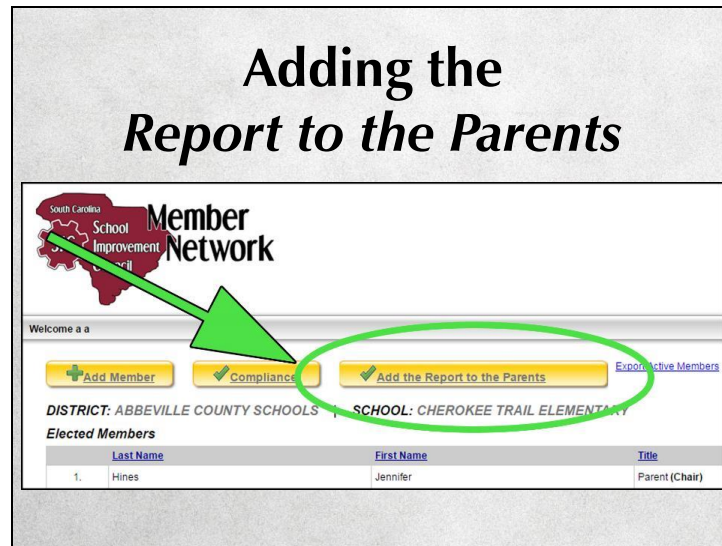
Report	Result
<p>1. <b>Elected / Appointed Members</b> There must be exactly twice as many Elected Members as Appointed Members. If the amount of Elected Members is even, there must be exactly half as many Appointed Members as Elected Members. If the amount of Elected Members is an odd number, round up or down. Please select your Elected and Appointed members.</p>	✗
<p>2. <b>Parents</b> A minimum of two parents elected by parents are required to be in compliance. There are currently 8 parent(s) as members.</p>	✗
<p>3. <b>Teachers</b> A minimum of two teachers elected by teachers are required to be in compliance.</p>	✓
<p>4. <b>Chair</b> A minimum of one Chair or a maximum of two Co-Chairs are required to be in compliance.</p>	✓
<p>5. <b>Principal</b> There must be one principal designated as an ex-officio per school to be in compliance.</p>	✓
<p>6. <b>Update</b> All members must be added, updated or deleted to be in compliance. All members have not been updated.</p>	✗

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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.




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.



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.

## Adding the *Report to the Parents*







Welcome a a

[Home](#) | [Back to Members](#)

**+ Add Report**


**DISTRICT:** ABBEVILLE COUNTY SCHOOLS | **SCHOOL:** CHEROKEE TRAIL ELEMENTARY

**SIC Report to the Parents**

	Report	Download	Delete
1	<a href="#">2013 - 2014</a>		
2	<a href="#">2012 - 2013</a>		

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

## Adding the *Report to the Parents*

**Member  
Network**

---

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 market.

[How to upload your Report:](#)

1. 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 SIC-SIC Member Network.
2. Click the large yellow "Add the Report to the Parents" button on your SIC Member page.
3. Use the browser 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.

School Term: \*

Select One

Upload Report: (pdf) \*

Choose File No file chosen

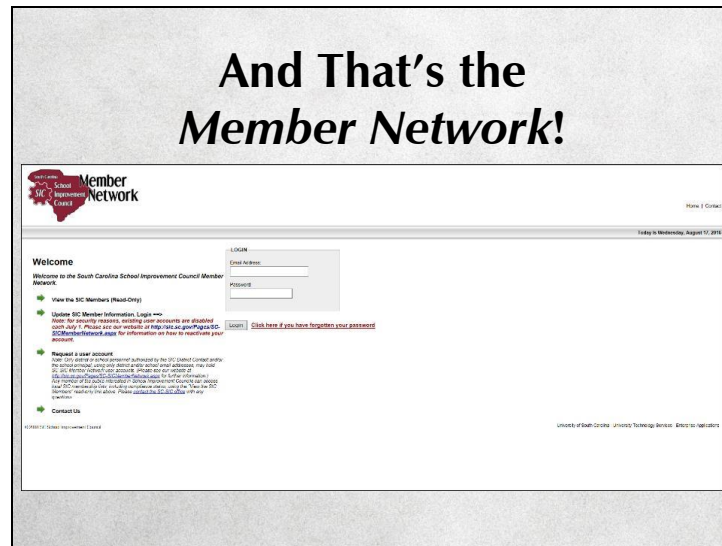
\* Report must be in pdf format ONLY. [Contact us](#) if you have questions.

Add Report

These Report Cards have been produced and updated by the individual school's SIC. They have not been edited or modified by the SIC-SIC. The content and appearance of your Report Card is solely the responsibility of the individual school's SIC.

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.





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