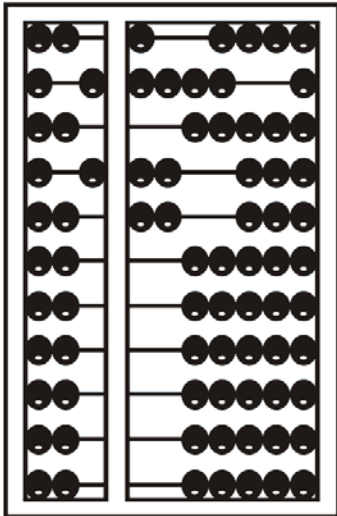


JAMES MCGUINNESS
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Consultants



eSTACs Getting Started

eSTACs

- * eSTACs is part of our CPSE Portal website (<https://www.cpseportal.com>)
- * It is a series of screens to facilitate the communication of STAC related information from the district to the County
- * The goal is to eliminate sending paper between from the district to the County (or at least get very close)

Types of information

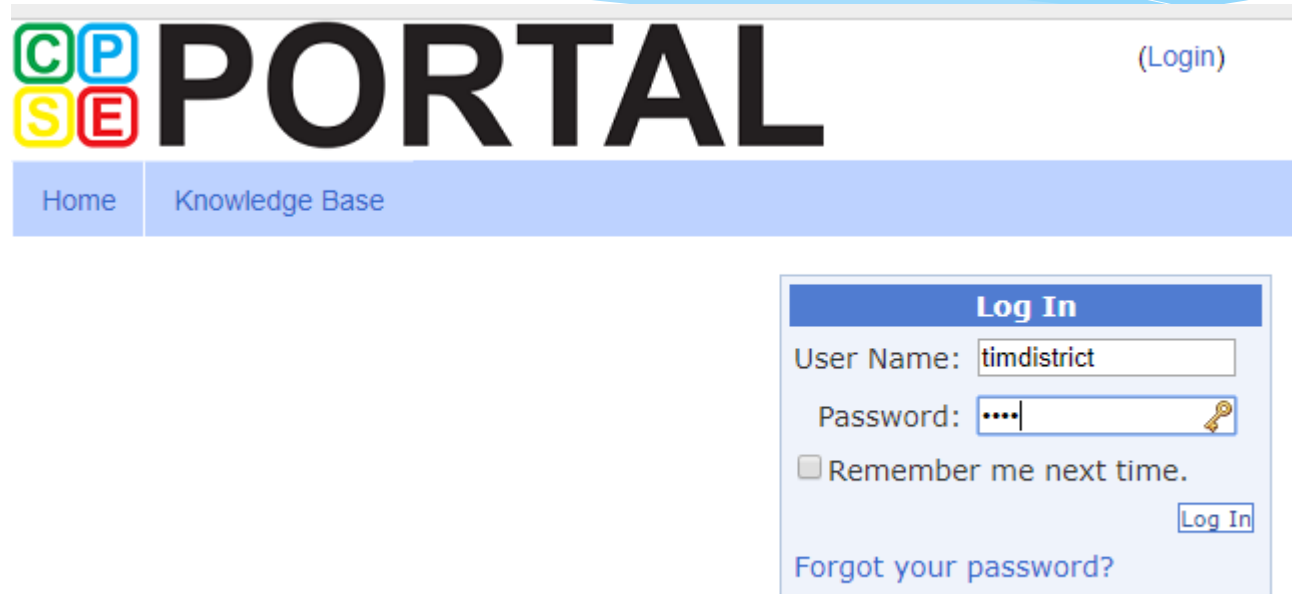
- * The following information can be sent to the County via eSTACs
 - * Evaluation information (eliminating need for STAC-5)
 - * Service information (eliminating need for STAC-1)
 - * Supporting documentation including
 - * Medicaid Parental Consents
 - * Transportation forms
 - * IEP
 - * Aide / Nurse forms
 - * Birth certificate, passport, adoption papers, legal name change document
 - * More....

Getting started

- * Each district has a login to CPSE Portal
- * That single login can “invite” additional users from their district
- * Every individual that logs in for a district should have their own username & password
- * When a person receives an invite, they can then click a link to accept the invitation and create a username and password

Logging in

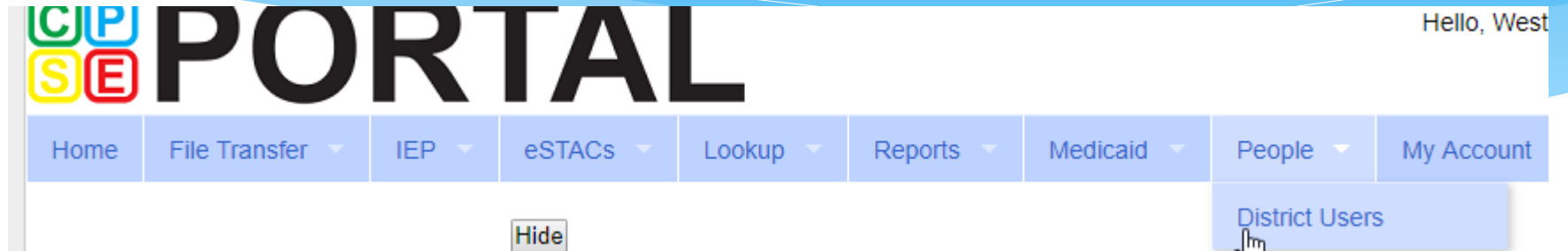
- * Use your browser to navigate to <https://www.cpseportal.com>
- * Enter your User Name and password



The screenshot shows the CPSE Portal login interface. At the top left is the logo consisting of four colored squares (C in green, P in blue, S in yellow, E in red) followed by the word "PORTAL" in large black letters. To the right of the logo is a "(Login)" link. Below the logo is a navigation bar with "Home" and "Knowledge Base" links. On the right side, there is a "Log In" form with the following fields and options:

- User Name:** A text input field containing "timdistrict".
- Password:** A text input field with masked characters "...." and a key icon on the right.
- Remember me next time.
-
- [Forgot your password?](#)

Inviting New Users



The screenshot shows the top navigation bar of the CPSE PORTAL. The logo 'CPSE PORTAL' is on the left, with 'CPSE' in colored boxes and 'PORTAL' in large black letters. On the right, it says 'Hello, West'. Below the logo is a horizontal menu with items: Home, File Transfer, IEP, eSTACs, Lookup, Reports, Medicaid, People, and My Account. A 'District Users' dropdown menu is open under 'People', showing a 'Hide' button and a 'District Users' link with a mouse cursor.

District Users and Invitations

District

Users Pending Invitations

UserName	First Name	Last Name	Email
DemoDistrict	Tim	Frament	tframent@jmcguinness.com

Invite New User

Inviting New Users

Invite New User ✕

District: **Demo District**

First Name

Last Name

Email

Confirm Email

[Send Invite](#)

Accepting the Invitation

From: noreply@CPSEPortal.com
Sent: Thursday, January 31, 2019 9:56 PM
Subject: User Invitation

Timothy Frament,

You have been invited to be associated with the district DEMO DISTRICT in the CPSEPortal system. Please follow the link below to confirm this invitation, and associate yourself with this district.

<http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=db7d8f7ab79a4ddebd037d9c855e36fc>

NOTE: This is an automated email and should not be replied to.

Choosing username and password

- * The confirmation page allows the user to choose a username and password
- * When the individual enters their choice for a username the screen will display whether that name is available or not

CPSEPortal Invitation
You have been invited to be associated with V [redacted] as a [redacted] user. Please enter a username and password and then you may log in to the system. If any of your details are incorrect, please contact your administrator.

Name Confirmation - Confirm this information is correct

First Name	Last Name
Timothy	Frament

User Account Information

Username
 Available

Password Confirm Password

[Accept Invitation](#)

User Account Information

Username
 Taken

Password Confirm Password

[Accept Invitation](#)

Invitation Issues – user did not get email

- * Have use check their spam folder
- * Use the Pending Invitations tab to either
 - * Resend link
 - * Copy the link and send with your email

Users Pending Invitations

First Name	Last Name	Email	Email Sent	
Test	User	demo@cpseportal.com	01/31/2019 @ 10:17 PM	resend delete View Link

Invite New User

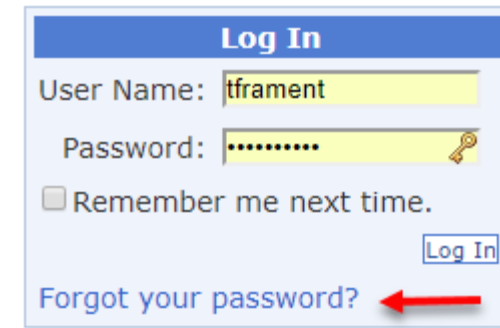
Link to Invitation

<http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=b89d3aa6bbc842079b77da67b71378a0>

Copy Ctrl+C

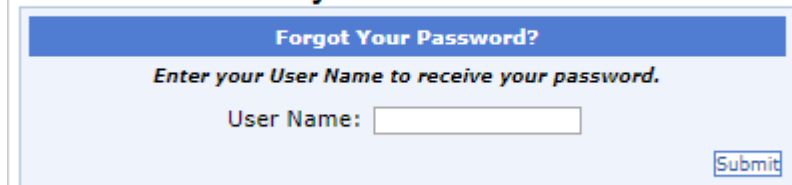
Forgotten Passwords

- * User can click “Forgot your password?” on login screen
- * Enter their username and click submit
- * An email with a new password will be sent to their email address



The screenshot shows a 'Log In' form with a blue header. It contains a 'User Name' field with the text 'tfragment', a 'Password' field with masked characters and a key icon, a 'Remember me next time.' checkbox, and a 'Log In' button. A red arrow points to the 'Forgot your password?' link at the bottom of the form.

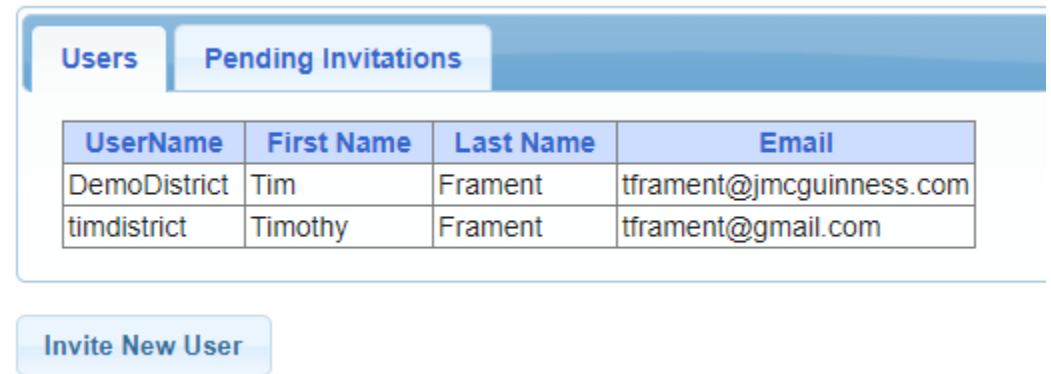
Password Recovery



The screenshot shows a 'Forgot Your Password?' form with a blue header. It contains the instruction 'Enter your User Name to receive your password.', a 'User Name' field, and a 'Submit' button.

Forgotten Usernames

- * Any district user (or County user) can use the district users screen to view all the users and see what their username is



The screenshot shows a web application interface with two tabs: 'Users' and 'Pending Invitations'. The 'Pending Invitations' tab is active, displaying a table with the following data:

UserName	First Name	Last Name	Email
DemoDistrict	Tim	Frament	tframent@jmcguinness.com
timdistrict	Timothy	Frament	tframent@gmail.com

Below the table is a button labeled 'Invite New User'.