

State Reporting Webinar IV

Level 0 Version 15.02 Updates

June 4, 2020



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Security Updates

- Password reset - Cannot reuse the last 4 iterations of your password
 - As an additional security, so folks won't change their passwords back to their original password, we're only allow 2 password changes within a 24 hour period
 - For example:
 - A user could change their password, then change it again, but if they try to change it a 3rd time within 24 hours, they would be denied, a message something like... cannot change password at this time, please contact your district CIO/Level 0 support staff
 - Only BOCES RIC can override, to reset the password when necessary
 - Note: The password cannot be the same as the User ID, even if it meets the minimum requirements or you will receive the following message:
 - Error: Password cannot be the same as User ID.



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Security Updates

- Screen Time out - After 10 minutes of user inactivity, user will be forced to log back into application
- Failed Login attempts - If user fails logging in to their account 6 times within 15 minutes, account will be locked for 15 minutes



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Security Updates

- Setup for Security Questions – Level 0 Security Question(s): At initial log in, User answers 3 out of 5 security questions (i.e In what city were you born?)
- Users confirm Email address - At initial log in, require user to review/update their email address to ensure that it is correct



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After Release 15.02 is installed, initial User Log in will force each User to “My Level 0 Profile Settings” to complete their security questions and verify/change their

email address:

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Log Off

User Account: Katie Duell (kduell). Current Password Expires on 9/2/2020 Level 0 Version: 15.01a

Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#) ←

My Level 0 Profile Settings - Click on any header row to display selected option.

If required actions exist they must be completed before accessing other Level 0 screens.

Required Actions: Security Questions: Incomplete Security Question Answers - Update Required ←
 Email Setup: Email Verification Required

Password Setup
 Security Questions
 Email Setup



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Password reset

Password Setup

Level 0 Password:

Password Rules:
 Must be a minimum of 8 characters.
 Must contain at least 3 of the 4 requirements below:
 -At least 1 lower case letter.
 -At least 1 upper case letter.
 -At least 1 number.
 -At least 1 special character.
 Must contain no more than 3 repeating characters.
 Must be different than User ID.
 Must not be reused for at least 4 iterations.

New Password:

Confirm New Password:

Security Questions
 Email Setup



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Select the Security Questions:

The screenshot shows the 'NYS - Level 0' profile settings page. At the top, there is a navigation bar with links for 'Elect. Import', 'Manual Input', 'LI Data Prep.', 'Reports', 'Admin', and 'Log Off'. Below this, the user account information is displayed: 'User Account: Katie Duell (kduell), Current Password Expires on 9/2/2020'. The page title is 'My Level 0 Profile Settings - Click on any header row to display selected option.' A yellow banner indicates 'Required Actions: Security Questions: Incomplete Security Question Answers - Update Required'. The 'Security Questions' section is highlighted in red and shows a status message: 'Status: Security question answers incomplete. Please complete.' Below this, there are three dropdown menus for 'Question 1', 'Question 2', and 'Question 3', each followed by an 'Answer' input field. A 'Save Answers' button is located at the bottom of the section.



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For Questions 1-3, choose a unique Question from each dropdown and provide an Answer for each associated question (Responses are not case sensitive):

This screenshot is similar to the one above but with a dropdown menu open for 'Question 1'. The dropdown list contains the following questions: 'What was the last name of your third grade teacher?', 'In what city did you meet your spouse/significant other?', 'What is the name of your favorite childhood friend?', 'What street did you live on in third grade?', 'What is your oldest sibling's birthday month and year? (e.g., January 1900)', 'What is the middle name of your youngest child?', 'What is your oldest sibling's middle name?', 'What school did you attend for sixth grade?', 'What was your childhood phone number including area code? (e.g., 000-000-0000)', 'What is your oldest cousin's first name?', 'What was the name of your first stuffed animal?', 'In what city or town did your mother and father meet?', 'What was your childhood nickname?', 'In what city does your nearest relative live?', 'What is your youngest sibling's birthday month and year? (e.g., January 1900)', and 'What is your maternal grandmother's maiden name?'. The 'Save Answers' button is visible at the bottom of the form.



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Click on the "Save Answers" button when you have responded to all 3 of your selected security questions:

The screenshot shows the NYS-Level 0 user interface. At the top, there is a navigation bar with links for 'Elect', 'Import', 'Manual Input', 'L1-Data Prep', 'Reports', 'Admin', and 'Log Off'. Below this, the user account information is displayed: 'User Account: Katie Duell (kduell), Current Password Expires on 9/2/2020'. The page title is 'My Level 0 Profile Settings - Click on any header row to display selected option.' A yellow banner indicates 'Required Actions: Security Questions: Incomplete Security Question Answers - Update Required'. The 'Security Questions' section shows three questions with their respective answers: 'Question 1: What school did you attend for sixth grade?' with answer 'Parnalee', 'Question 2: What was the name of your first stuffed animal?' with answer 'Pooh', and 'Question 3: In what city or town was your first job?' with answer 'Annsville'. A 'Save Answers' button is highlighted with a red box at the bottom of the section.

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Click Clear to Reset

This screenshot shows the same NYS-Level 0 user interface as the previous one, but after the user has saved their answers. The status message now reads: 'Security question answers have been completed. Click Clear/Reset button to choose new Questions/Answers.' The 'Clear/Reset' button is highlighted with a red box and a red arrow pointing to it. The 'Save Answers' button is no longer highlighted. The 'Required Actions' banner now shows 'Email Setup: Email Verification Required'.

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Select the Email Setup:

If your Current Email Address is correct, you can click on the “Verify/Save Email Address” button to complete your email setup

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Log Off

User Account: Katie Duell (kduell). Current Password Expires on 9/2/2020 Level 0 Version: 15.01a

Current # of users logged on: 1 View All Users View/Update My Profile Info

My Level 0 Profile Settings - Click on any header row to display selected option.

If required actions exist they must be completed before accessing other Level 0 screens.

Required Actions: Email Setup: Email Verification Required

Password Setup

Security Questions

Email Setup

Please verify your Current Email Address. If updates are needed please fill in a new email address.

Email Address:

Current Email Address: kduell@moric.org

New Email Address:

Confirm New Email Address:

Verify/Save Email Address

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Complete the “New Email Address” & “Confirm New Email Address”, then click on the “Verify/Save Email Address” to complete your Email Setup

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Log Off

User Account: Katie Duell (kduell). Current Password Expires on 9/2/2020 Level 0 Version: 15.01a

Current # of users logged on: 1 View All Users View/Update My Profile Info

My Level 0 Profile Settings - Click on any header row to display selected option.

If required actions exist they must be completed before accessing other Level 0 screens.

Required Actions: Email Setup: Email Verification Required

Password Setup

Security Questions

Email Setup

Please verify your Current Email Address. If updates are needed please fill in a new email address.

Email Address:

Current Email Address: kduell@moric.org

New Email Address: kathryn.duell@nysed.gov

Confirm New Email Address: kathryn.duell@nysed.gov

Verify/Save Email Address

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Done

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input LI-Data Prep. Reports Admin Log Off

User Account: Katie Duell (kduell). Current Password Expires on 9/2/2020 Level 0 Version: 15.01a

Current # of users logged on: 1 View All Users View/Update My Profile Info

My Level 0 Profile Settings - Click on any header row to display selected option.

If required actions exist they must be completed before accessing other Level 0 screens.

Required Actions: No Required Actions Needed At This Time

Password Setup

Security Questions

Email Setup

Email Address:

Current Email Address: *kathryn.duell@nysed.gov*

New Email Address:

Confirm New Email Address:

Your verification has been saved. Thank You!

Save Email Address

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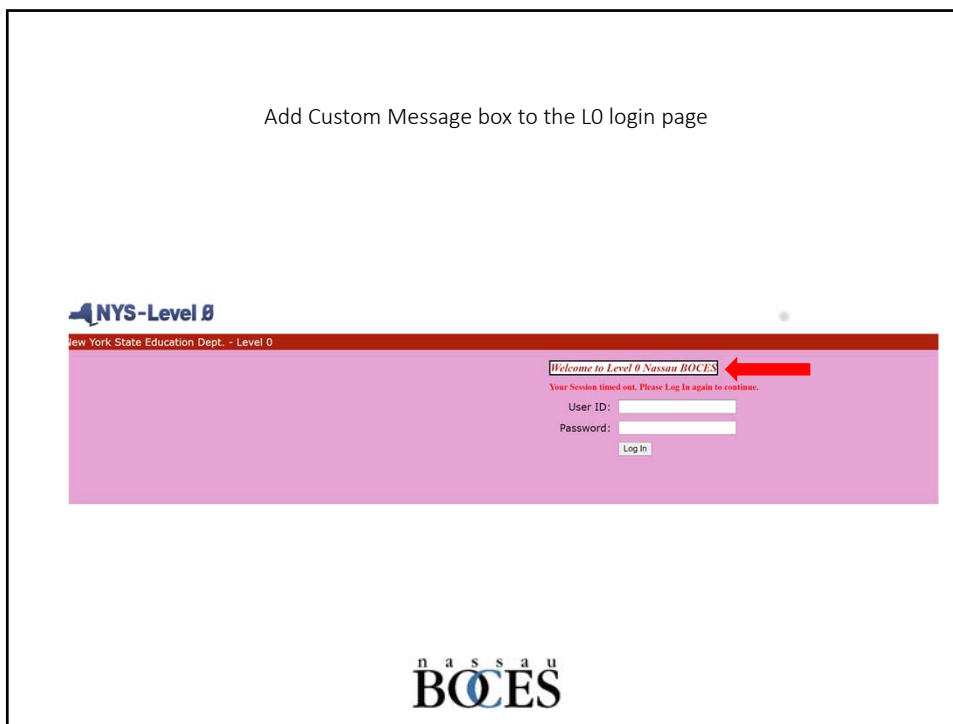
New functions:

- Add an info report to show when the Staff Name is different between the TEACH file and the Dist Staff Snapshot.
 - SN7370 v15.02 Staff Snapshot Last Name mismatch with TEACH Name – Please review
 - SN7371 v15.02 Staff Snapshot First & Last Name mismatch with TEACH Name – Please review

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Add Custom Message box to the LO login page



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Modifications:

- Include the number of records that are Imported on **all** the "Import Log" reports, along with the previous number of records (whether deleted or not)

District Data Import Log Records.

Imported By:	Date of Enrollment Import:	All Data Purged before Import:	Valid Count After Import:	Valid Count Before Import:	Error Count After Import:	Error Count Before Import:
Christina Ulrich	6/17/2020 10:33:00 AM	YES	1333	1334	1	0

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SE Snapshot Dist Summary to include Last Import, Update, Load for both BEDS and EOY, like other templates – added a BEDS and EOY selection/toggle to see each separately

SE Snapshot Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 Verif. Errors BEDS (Error Rpt #2)
 Verif. Errors EOY (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Import Message Log

BEDS Day
 EOY

District:	BEDS Valid Cnt:	BEDS Error Cnt:	BEDS Locked:	Last BEDS Import:	Last BEDS Update:	Last BEDS Upload:
NY570101; Addison	3	0		4/22/20 4:01PM	4/23/20 12:55PM	4/23/20 12:57PM



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Updates/Fixes:

- **Assessment Fact** – documentation update for AS6048 to include CDOS, LOTE and SEQ
 - If a Student assessment record, other than an Approved CTE Program Technical Assessment (00199), CDOS, LOTE or SEQ is reported during a 0055 Enrollment, you will receive the following error:
 - AS6048 v15.01 W/F XXXXX Assessment not expected when student enrollment is 0055 at the time of assessment



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Updates/Fixes:

- **Day Calendar**

- (#380) Add an Information report to catch any Regents Days that are reported for Grade Level 6 or below.
 - DC2417 v15.02 Regents Day reported for Grade Level XX – Please review



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Updates/Fixes:

- Add new Fatal edit to start checking on YYYY-07-15 after the end of the selected School Year, to ensure graduates are reported before the end of the reporting year:
 - If the Program Code not equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Credential Type Code of 119 or 136 without an exit enrollment code of 085 or 629, will receive the following error:
 - EE2076 v15.02 Missing or Invalid enrollment Exit Code for Credential Type Code XXX code in demographics: & bad data



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Any Questions?



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