

# OSYD Portal

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Provisioning Guide

**2014-2015**

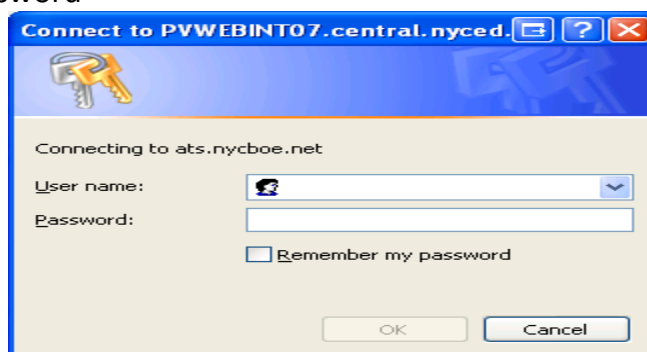
The following guide will assist **School Principals** in granting designated personnel access to OSYD Web Applications

## Logging In

To get started, log on to the Website: <https://ats.nycboe.net/safety/portal/>  
The site will automatically recognize you if you're logged on to a CENTRAL machine.  
Otherwise you will be prompted (see figure below) to enter your CENTRAL username and password in the following format:

User name: Central\Email User ID

Password: Email Password



### OSYD Website

#### OSYD Web Applications

We are experiencing system wide issues with the School Principal role in the OSYD portal. Our team is aggressively working towards a solution. Please be advised that the ROLE "School Principal Designee OORS" can still access the OORS reporting system. We apologize for the inconvenience and will update this message once this issue is resolved.

The Video Evidence Request function in the OORS application has been restored. We apologize for the inconvenience caused by the disturbance in this functionality. Feel free to contact our office with any questions/concerns.

Level: School Scope: Role: SchoolPrincipal

**OORS**

- [Online Occurrence Reporting System \(OORS\)](#)
- [OORS \[Management System\]](#)
- [OORS \[Written Statement Forms \(Status and Downloads\)\]](#)

**SSP, Drills & Meetings**

- [Bus Drills](#)
- [Fire Drills](#)
- [School Safety Plan](#)
- [Summer School Safety Plan](#)

**SOHO**

- [Suspensions and Office of Hearings Online](#)

**CPLAN**

- [School Consolidated Plan](#)

**Admin Modules**

- [Provisioning](#)


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Access to applications on the OSYD Portal is contingent upon the 'Role' that is selected in the drop-down menu on the Portal home screen. For example, the 'School Principals Designee OORS' role will give you access to the OORS application and related content as shown in figure B.

Figure B – OSYD Portal access

Level:  Scope:  Role:

 **OORS**

- [Online Occurrence Reporting System \(OORS\)](#)
- [OORS \[Management System\]](#)
- [OORS \[Written Statement Forms \(Status and Downloads\)\]](#)



**Note:** The School Principal is responsible for provisioning staff members to roles that allow access to applications on the OSYD Portal. Principals that require additional assistance granting access can call the OSYD Technical Assistance Center at 718.935.5004 or email [OSYDDATA@schools.nyc.gov](mailto:OSYDDATA@schools.nyc.gov).



Welcome,



### No Role Assigned

We apologize for the inconvenience, but you have not been assigned to any roles in our system.

**For school level access**, please contact your school principal to grant you access.

**For non-school level access**, please send us a request via [Email](#). We will process your request as soon as possible.


# Provisioning

The following instructions will assist School Principals in granting designated personnel access to OSYD Web Applications


## Granting User Access

**Step 1:** Once you're logged on, select the 'Provisioning' link from your school's homepage. This is accessible under the ROLE "SchoolPrincipal".


Level:  Scope:  Role:

**OORS**


- [Online Occurrence Reporting System](#)
- [OORS \[Management System\]](#)
- [OORS \[Written Statement Forms \(Status and Downloads\)\]](#)

**SOHO**


- [Suspensions and Office of Hearings Online](#)

**CPLAN**

- [School Consolidated Plan](#)



**SSP, Drills & Meetings**

- [Bus Drills](#)
- [Fire Drills](#)
- [School Safety Committee Meetings](#)
- [School Safety Plan](#)
- [Summer School Safety Plan](#)

**Admin Modules**

- [OSYD Professional Development](#)
- [Provisioning](#)

**Step 2:** Select "Add Assignments".



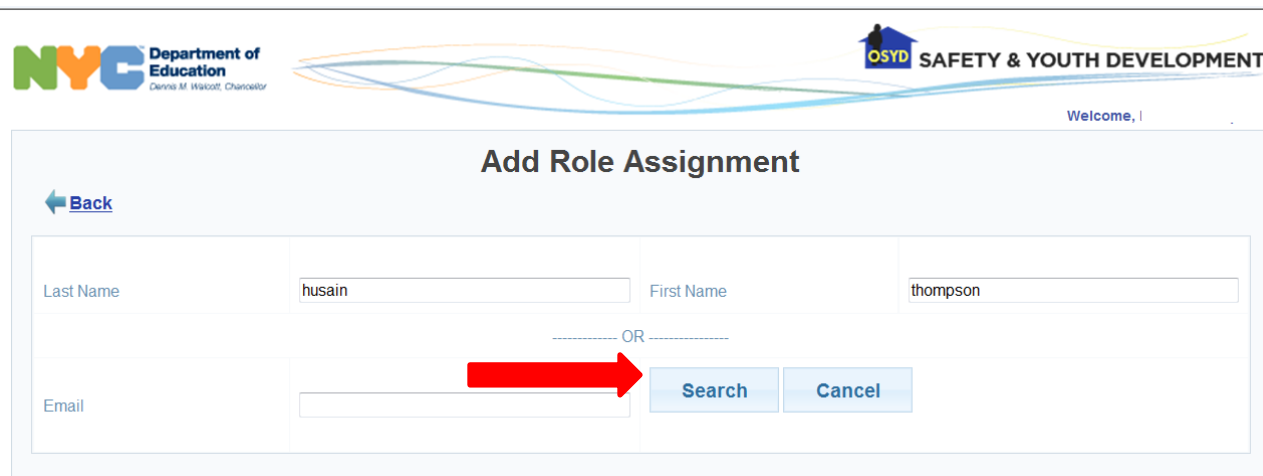
Welcome,

### Provisioning

[Back to Portal](#)

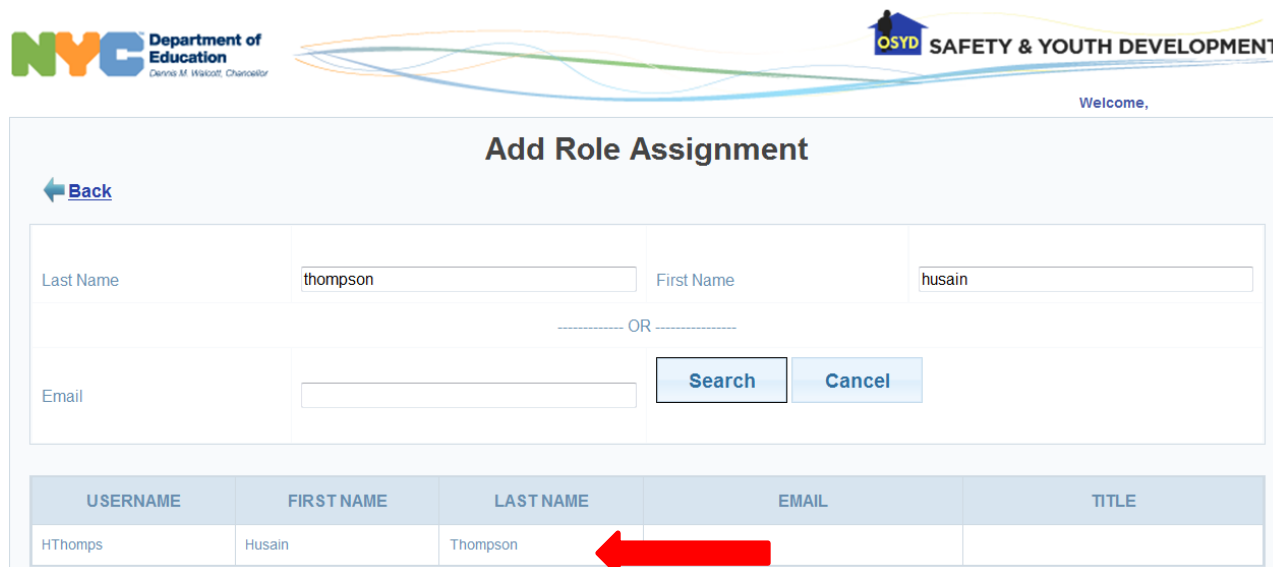
[View Assignments](#)[Add Assignments](#)

**Step 3:** You will be prompted to search for the employee that you'd like to assign. Enter the employee's first and last name **or** email address with the domain (example: [jdove@schools.nyc.gov](mailto:jdove@schools.nyc.gov)) and select the 'Search' button as shown below.



The screenshot shows the 'Add Role Assignment' form. At the top, there are logos for NYC Department of Education and OSYD SAFETY & YOUTH DEVELOPMENT. Below the logos is a 'Welcome, I' message. The form has a 'Back' button and a title 'Add Role Assignment'. The search criteria section includes fields for Last Name (husain), First Name (thompson), and Email. A red arrow points to the Search button.

The search will return all employees with the name or email address entered in the search criteria. Review the list of employees and **Select** the correct employee for your assignment.



The screenshot shows the 'Add Role Assignment' form with the search results table. The table has columns for USERNAME, FIRST NAME, LAST NAME, EMAIL, and TITLE. The first row shows HThomps, Husain, Thompson. A red arrow points to the first row.

USERNAME	FIRST NAME	LAST NAME	EMAIL	TITLE
HThomps	Husain	Thompson		

**Step 4:** Once you've selected the employee you will be prompted at the bottom of the screen to assign a role. Simply select the appropriate role from the drop-down menu and click the 'Assign' button.

Email


Search
Cancel

USERNAME	FIRST NAME	LAST NAME	EMAIL	TITLE
HThomps	Husain	Thompson	HThomps@schools.nyc.gov	Senior Project Manager

Level: School

Scope: K016

Role: -- Pick a role --

-- Pick a role --

BRTSpecialNeeds

BuildingSafetyPlanLiaison

PrincipalDesigneeConsPlan

SchoolPrincipalsDesigneeOORS

SchoolPrincipalsDesigneeSOHO

SchoolPrincipalsDesigneeSSP

**Currently Selected User: HThomps**

LEVEL	SCOPE	ROLE
	CNTR	EICIntakeSpecialist
Central	CNTR	EICManager
Central	CNTR	LegalAssistant
Central	CNTR	OSILiaison
Central	CNTR	OSYDChiefAdministrator
Central	CNTR	OSYDSafety
Central	CNTR	OSYDTechnicalAssistanceCenterASMSOHO
Central	CNTR	StudentSupportServices

## Removing User Access

Once you're logged in, select the 'View Assignments' link from the Provisioning tool. All assignments will appear with a 'Delete' button adjacent to each user who has access to OSYD Web Applications. Simply click the 'Delete' button adjacent to the user to remove the access to the system.

View Role Assignments

[← Back](#)

Level: School

Scope: -----

Role(optional): -- All roles --

Get Assignment

DELETE	USERNAME	EMAIL	FULLNAME	ROLE
		@schools.nyc.gov		ALCAssistantPrincipal
		/@schools.nyc.gov		BRTSpecialNeeds
			-----	BRTTeamLeader

## Role Definition Guide

The following Role Definition guide can be of assistance when making assignments.

**PrincipalDesigneeConsPlan** – This role gives the user access to enter data into the Consolidated Plan, however, only the Principal can submit the plan.

**SchoolPrincipalDesigneeSSP** – This role gives the user access to enter data into the School Profile and Assignments sections of the School Safety Plan (Class Schedule, Chain of Command, Lunch Periods, etc.) as well as Bus Drills.

**SchoolPrincipalDesigneeOORS** – This role gives the user access to enter Online Occurrence reports via the Online Occurrence Reporting System (OORS), download written statement forms, and perform searches of OORS reports via OORS Management System.

**SchoolPrincipalDesigneeSOHO** – This role gives the user access to view occurrence reports via the OORS and request Principal's Suspensions, Superintendent Suspensions, or to input Guidance and Interventions as well as Teacher Removals. This user can also search for suspension records through the online system, SOHO.

**BRTSpecialNeeds** – This role gives the user access to the Special Needs section of the Safety Plan to enter information on Students/Staff with limited mobility or special medical needs that may require them to have special considerations in certain emergency situations.

**Building Safety Plan Liaison** – This role gives the user full access to enter data in all sections of the Safety Plan as well as School Safety Committee Meetings and Fire Drills. This user also has access to submit the plan for approval on behalf of the Principal/Building Council.



**Note:** The “SchoolPrincipalDesigneeSSP” role will not have access to submit the School Profile and Assignments section on behalf of the Principal.