



**Supporting the
ABLE system to enhance
student achievement**

Ohio ABLE PD System Director Access User Document

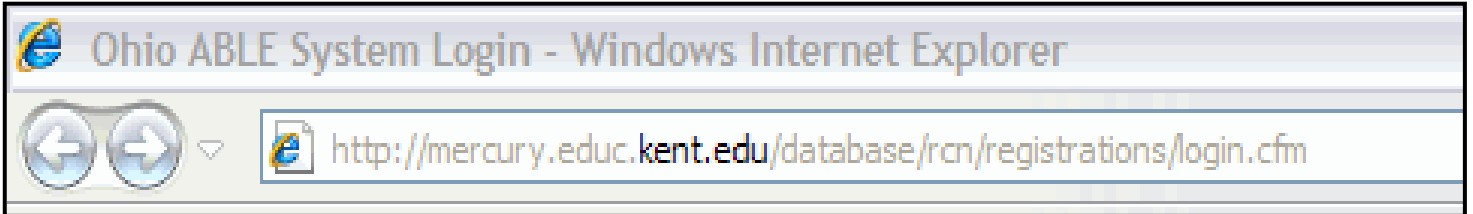
Table of Contents

1.0	ABLE Calendar System User Login Screen	pg. 2
1.1	Logging into the Calendar System	
2.0	Director Access Link	pg. 3
2.1	View Your Staff's Information	
2.2	View Your Staff's PD History	pg. 5
2.3	Add a New Staff Member	pg. 6

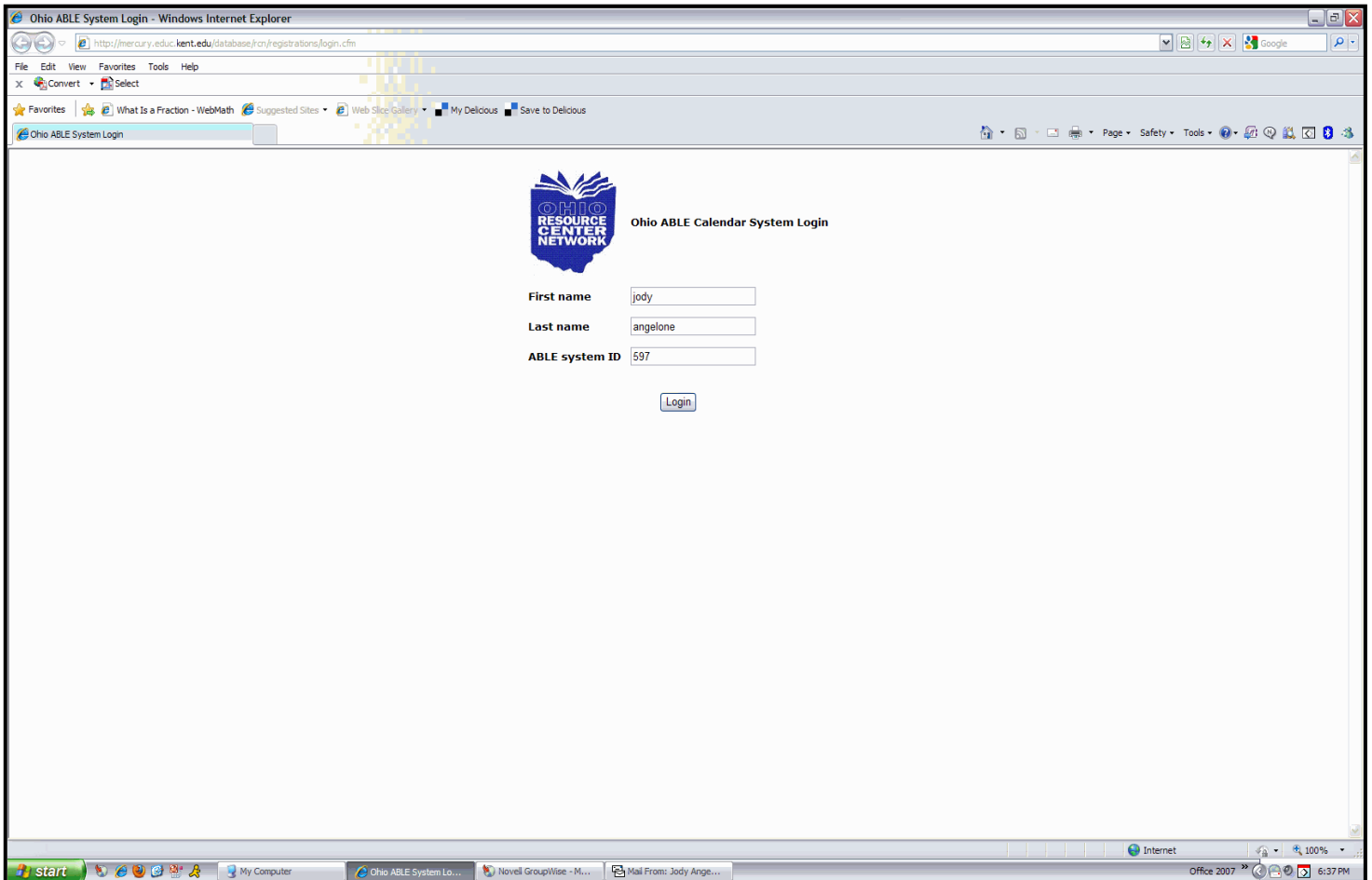
1.0 – ABLE Calendar System User Login Screen

1.1 Logging into the Calendar System

The RCN PD System can be accessed via the Internet. Type <http://mercury.educ.kent.edu/database/rcn/registrations/login.cfm> in the address bar of the web browser window. You can also access the system using the existing RCN web address, however, when you try to register for an event you will be prompted with a login screen.



The user login screen will appear in the web browser window. Users should enter their **FIRST** and **LAST NAME** along with the **ABLE SYSTEM ID**. You can obtain your system ID from your regional resource center. The system can't be accessed if you don't have this ID. The user login screen is pictured below.



2.0 – Director Access Link

2.1 View Your Staff Information

After you have logged into the system you will first view your Contact Information page. At the top of this page is where the 'Director Access' link can be found.

The screenshot shows a web browser window displaying the 'Resource Center Network - logged in' page. The navigation menu at the top includes links for 'PD history', 'Stipends/Payments', 'Register', and 'Director access'. The 'Director access' link is circled in red, and a callout box with the text 'Click the link here' points to it. Below the navigation menu, the page displays contact information for 'Jody Angelone', including a name table, ABL program information, addresses, phone and fax numbers, and email addresses.

Director Access Link: [Director access](#)

Click the link here

Name

Name	Title	First	Middle	Last	Suffix	Nickname	Former
Jody Angelone		Jody		Angelone			

ABLE program information

Program name: Northwest ABLE Resource Center

Site (optional):

Position: Primary: Director

Addresses

Primary (will be used for payments)

Address 1	Address 2	City	State	ZIPCode
PO Box 10,000		Perrysburg	OH	43551

Secondary (will be used for all other communication, if different from above)

Address 1	Address 2	City	State	ZIPCode
529 W. Madison Street		Gibsonburg	OH	43431

Phone, FAX, and Email

Phone numbers	Fax numbers	Email addresses
(567) 661-7355 (419) 637-7869 (Home) () - () -	(567) 661-7171 () -	Primary jody_angelone3@owens.edu Secondary

Additional information

Special needs/dietary requirements: n/a

Director/Coordinator email address: jody_angelone3@owens.edu

You can view all of your past and current staff members for your program. The list includes their **STATUS**, **NAME**, **SYSTEM ID**, and **POSITION**. All staff's **STATUS** labels read either "Active" or "Inactive." "Active" means that these

Staff listing for
Northwest ABLÉ Resource Center

[Add a new staff member](#)

Status	Name	System ID	Position
Active	[redacted]		Not listed
Active	Angelone, Jody		Director
Active	Brenneman, Pamela		Grant Specialist
Active	Hines, Cynthia		Not listed
Active	Sulpizio, Linda		Trainer
Active	Sulthers, Lndon		Trainer
Active	Sulthers, Lndon		Trainer
Active	sulthers, lndon		trainer
Active	Weathers, London		Technical Trainer
Inactive	Graham, Kita		Not listed
Inactive	Ninke, Diane		Not listed
Inactive	Weeks, Linda		Not listed

people are either currently employed within your program or have completed PD activities through the RCN within the past 2 years. "Inactive" means that either these people are not currently employed with ABLÉ or they have not registered for any PD activities through the RCN in the past 2 years. All former employees will remain in the system, however, if someone is listed "inactive" and is deceased, please provide this information to your regional resource center and we will make the correction. The [Staff Listing](#) page is below.

2.2 View Your Staff's PD History

You can click on any staff member's name on the Staff Listing page to see their PD History both face-to-face and alternative delivery. You can also see any individual activity requests submitted by the staff member. Directors will still receive email notifications when their staff registers or cancels a PD event.

Active	Angelone, Jody	597	Director
--------	--------------------------------	-----	----------

Click on staff member's name to access their record

After clicking on a staff member's name you will see their Contact Information page. Located at the top of this page are links that will allow you to view other staff information like their PD History and their Stipend History.

[View Jody Angelone's PD history](#) ||| [View Jody Angelone's stipend history](#)

Jody Angelone (director access)
[Exit director access](#)

Contact information for
Jody Angelone

Click here to view their PD History

The PD History screen is pictured below. You can view this screen to verify the past, future, and cancelled PD events of your staff.

Professional Development History - Windows Internet Explorer

http://mercury.educ.kent.edu/database/cn/registrations/pd_history_list_director.cfm?TABLESystemID=5978&ProgramID=100003

View Jody Angelone's stipend history | View/Edit Jody Angelone's contact information

Jody Angelone (director access)
Exit director access

Current year professional development

In-person professional development

Begin date	Title	Contact hours	Status
10/29/2010	Unpacking the Standards	5.0	Cancelled on time
10/23/2010	Learning to Achieve	6.0	Scheduled
10/18/2010	2010 Fall ABE Directors' Meeting	10.5	Scheduled
10/16/2010	NWRC Math Kick-Off	5.0	Cancelled on time
10/16/2010	NWRC Math Kick-Off	5.0	Scheduled
10/15/2010	Basic PowerPoint for Teachers - half day	2.5	Cancelled on time
10/15/2010	Make It/Take It		Cancelled on time
10/15/2010	Linear Equations Workshop	5.0	Scheduled
10/15/2010	Building Better Writers	5.0	Cancelled on time
10/15/2010	Building Better Writers	5.0	Scheduled
10/15/2010	17th Annual Math Kick-Off	5.5	Scheduled
10/09/2010	New Teacher Orientation	5.5	Scheduled
09/24/2010	Unpacking the Standards	5.0	Cancelled on time
08/06/2010	New Administrators' Orientation		Attended all

Alternative delivery professional development

Begin date	Title	Contact hours	Status
09/29/2010	PD Stipend System Informational Webinar	2.0	Attended all
09/29/2010	PD Stipend System Informational Webinar	2.0	Attended all
09/29/2010	PD Stipend System Informational Webinar	2.0	Cancelled late
09/28/2010	PD Stipend System Informational Webinar	2.0	Attended all
09/28/2010	PD Stipend System Informational Webinar	2.0	Attended all
09/27/2010	PD Stipend System Informational Webinar	2.0	Attended all

2.3 Add a New Staff Member

To add a new staff member you must click on the 'Add a new staff member' link listed at the top of the page of the [Staff Listing](#) screen.

Staff listing for
Northwest ABE Resource Center

[Add a new staff member](#)

Status	Name	System ID	Position
Active	L		<i>Not listed</i>
Active	Angelone, Jody		Director
Active	Brenneman, Pamela		Grant Specialist
Active	Hines, Cynthia		<i>Not listed</i>
Active	Sulpizio, Linda		Trainer
Active	Sulthers, Linton		Trainer
Active	Sulthers, Linton		Trainer
Active	sulthers, linton		trainer
Active	Weathers, London		Technical Trainer
Inactive	Graham, Kita		<i>Not listed</i>
Inactive	Ninke, Diane		<i>Not listed</i>
Inactive	Weeks, Linda		<i>Not listed</i>

The next screen appears below. Enter the new staff member's name, program information, address etc. After all data has been entered then press the 'Submit new staff member' button at the bottom of the page. See the following illustrations outlining this process.

Enter new staff member - Windows Internet Explorer

http://mercury.educ.kent.edu/database/fcn/registrations/newstaff_dataentry_director.cfm?ProgramID=100003&DirectorID=597

File Edit View Favorites Tools Help

X Convert Select

Enter new staff member

OHIO RESOURCE CENTER NETWORK

Jody Angelone (director access)
[Exit director access](#)

Enter new staff member for **Northwest ABE Resource Center**

Name

Name

Title First Middle Last Suffix Nickname Former

ABE program information

1.) Northwest ABE Resource Center

2.)

3.)

Program name

Site (optional)

Position Primary Secondary

Addresses

Primary

Address 1 Address 2 City State ZIP Code

Secondary

Address 1 Address 2 City State ZIP Code

Phone, FAX, and Email

Phone numbers			Fax numbers		Email addresses	
Number	Extension	Type		Type:	Primary	
1110000000	000	Work		Type:	ww@yahoo.com	
					Secondary	

Additional information

Internet 100%

Office 2007 10:09 PM

Enter new staff mem...

Enter the new staff member's information here

Press this button to add the new staff member

Enter new staff member

A confirmation page will be displayed indicating that the new staff member has been added to the system and their system ID. You can print the page below for your staff member's records.



[PD history](#) ||| [Stipends/Payments](#) ||| [Register](#)

William Wireless
has been added to the system.
William's ABLE System ID is: 3128

Name

Name

	William		Wireless			
Title	First	Middle	Last	Suffix	Nickname	Former

ABLE program information

Program name **Northwest ABLE Resource Center**

Site (optional)

Position Primary: **Teacher**

Addresses

Primary

1010 Binary Lane		Silicon Valley	CH	00000
Address 1	Address 2	City	State	ZIPCode

Secondary

Address 1	Address 2	City	State	ZIPCode

Phone, FAX, and Email

Phone numbers	Fax numbers	Email addresses
1110000000 (Work) Ext.		