

## GENERAL INSTRUCTIONS – SOQ COMPLIANCE SUBMISSION USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

### Part I – SSWS General Information

#### Overview:

Single Sign-on for Web Systems (SSWS) is a portal through which school division personnel may access many of the Virginia Department of Education data collection processes and other applications. It is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. SSWS, as the name implies, allows each user to have access to many different data collection processes as well as other applications with one single User Id and password. Security and access to data is maintained at the User Id level so that each user only has access to their information, and to only those applications that they need to see. User account security is maintained by the use of a password that is only known to the user.

The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to applications. They must establish a user account for each person needing access, and grant each user in their division permission for access to each required application. Before a user can perform any work within SSWS, they must first be setup by their Account Manager and granted access to any required application modules.

#### Software / Hardware Requirements:

Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer 5.5 or higher or Netscape 6.2 or higher.

#### Accessing SSWS:

From your WEB browser, enter the Web address (URL) for SSWS:

<https://eb01.vak12ed.edu/ssws>

The system will connect you to the VDOE Web server through a secure connection. Before access is granted you must first identify yourself. The system will prompt you for your User Name and Password. The user name is the user id established for you by the SSWS Account Manager. The password will have been communicated to you via e-mail or is one that you selected. Enter the requested information and click on the “Login” button.

You will either be presented with your SSWS welcome page, or a login error message. If you are given the “Login Incorrect” message, it indicates that either the user id or password you entered was not correct. Click on the “Click Here To Continue” link to try again. Please note that user id’s and passwords are case sensitive, make sure you are using the correct case when typing the entries. Also please note that three failed login attempts will lock your account and the local SSWS Account Manager must unlock it for continued access.

After successfully logging in, the VDOE Sign-On Home Page will appear. The “menu” in the center of the page will display the systems you may access. Speak with your local SSWS Account Manager if you feel that there is an application that you should have but do not. They should be able to resolve the problem.

On the left of the SSWS page is a blue bar, which is the SSWS navigation bar. On it will be links to preprogrammed functions that you can use. Normally at this point the only one available will be “Log Out”, used to sign you off of the system. The other way to sign off is simply to close the browser.

**Forgotten Password:**

If you are unable to login, but are sure you are entering the correct user id, it must mean that you have forgotten your password. A new one can be assigned to you by clicking on the “I Forgot My Password” link. This action will require you to enter your user id, and the e-mail address established for you for SSWS communications. Once all of the information has been correctly entered, an automatic e-mail will be sent to you with a new temporary password. You will be able to use that password one time to access SSWS.

**Required Password Change:**

From time to time users are required to change their password. This will happen at login time if the time period from the last password change has exceeded the limit. You will be prompted to enter a new password. It cannot be the same as the old one, and cannot be the same one used for several cycles in the past. You will be given system messages to indicate if the new password was accepted or you need to try again.

**Temporary Passwords:**

Any time the system generates a password for a user account, such as a forgotten password, or Account Manager password reset, it will be considered a temporary password. Temporary passwords are only valid for one login to SSWS, and the user will be required to change it at the first successful login.

**E-mail Address:**

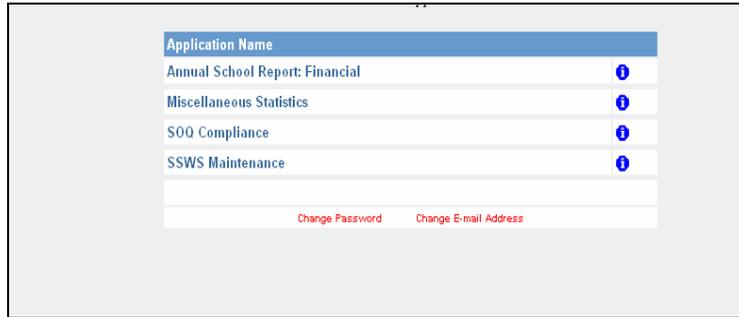
Also required is an e-mail address that SSWS can use to communicate important information to you. It should be one that only you have access to, and can be a local, state, or personal account. This account will be used any time your password is automatically changed, or any of your other account information is changed. If an e-mail address has not been identified for you, a prompt will be presented by the system requesting you to enter the information. It is very important that the address entered is correct; the automated processes will use it to communicate with you. For this reason, you are required to enter the address twice to make sure there are no typing errors. In the case that a user has not logged in for some time, has forgotten their password, and has not established an e-mail address; they will need to visit their SSWS Account Manager. The Account Manager will establish their e-mail address for them and reset their password. The user will then need to read the automatically generated e-mail to learn the password and login to their SSWS account.

**User Password and E-mail Change:**

Each user has the ability to change his/her password when desired. A user can also change his/her e-mail address as needed. Both of these functions are links within the user interface of SSWS. It is recommended that the user should change his/her password whenever he or she feels that another user has discovered it. It should be noted that users can only change passwords every seven (7) days. The e-mail address must be changed any time the user changes e-mail services or is given a new address.

## Part II – Accessing the SOQ Compliance Submission

Once you have logged into the SSWS, you will view a menu with different options:



Please choose the option marked ‘SOQ Compliance.’ You will then be directed to the following screen where your school division name and number will be displayed. From this screen, please use the mouse to click on the name of your school division, and you will then be directed to a screen stating “Welcome to the SOQ Compliance Submission.” While viewing this screen, you will see five (5) options on the left had side of the screen marked as follows:



Please choose the option marked ‘SOQ Compliance’ to access the SOQ submission. At any time that you are logged into SSWS, you may exit the system at any time by clicking on the option marked ‘Logout.’

Once you have clicked on the option for ‘SOQ Compliance,’ you will view the following screen:

**Certification of Compliance with the Standards of Quality for the 2005-2006 School Year**

**Note:** You must review each of the eight standards and complete the required data entry. Once all steps have been completed, a finish button will be enabled and you will be required to certify your division's compliance status. After certifying compliance status, please click the "Finish" button to submit all data to the department. Please mail and/or fax all signed certification forms to the department, at the address and fax number listed in the Superintendent's memorandum.

**NOTICE REGARDING DATA VERIFICATION:** Once the department has received your certification, all information will be reviewed and verified against the departments records for instructional personnel data and for school accreditation status. Your division will be contacted should any discrepancies be identified that require additional information or re-submission.

Compliance Status	Standards	Description	Current Status	Print Blank
-	<a href="#">STANDARD 1:</a>	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 2:</a>	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 3:</a>	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 4:</a>	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 5:</a>	TEACHER QUALITY AND EDUCATIONAL LEADERSHIP	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 6:</a>	PLANNING AND PUBLIC INVOLVEMENT	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 7:</a>	SCHOOL BOARD POLICIES	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 8:</a>	COMPLIANCE	Pending	<a href="#">Print</a>

You have not completed the data entry for all SOQ Compliance standards.

[Finish](#)

This screen gives you the option to select any of the eight (8) standards or print each and every standard with no data entered, which you may wish to do if additional personnel are assisting with the submission. Please read carefully the notes at the top of the screen, which provide general information on the certification of compliance and submission of the signed verifications forms to the department. Also, please note that, until data for all eight (8) standards have been successfully entered, you will continue to see the note in red at the bottom of the screen indicating that your submission is not completed, and you will continue to see the “Finish” button at the bottom of the screen.

As an example, if you choose Standard 1 from the options noted in the screen above, you will then view another screen that will go through each requirement of the standard in detail:

**Certification of Compliance with the Standards of Quality for the 2005-2006 School Year**

**STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.**

**NOTICE REGARDING DATA VERIFICATION:** Once the department has received your certification, all information will be reviewed and verified against the departments records for instructional personnel data and for school accreditation status. Your division will be contacted should any discrepancies be identified that require additional information or re-submission.

**B.1.** The school division has implemented Standards of Learning objectives or the equivalent or standards that exceed the Board of Education's requirements. Yes  No

**Corrective Action :** (Please enter if No selected)

**B.2.** The school division expects students to achieve the educational objectives established by the school division at appropriate age or grade levels. Yes  No

**Corrective Action :** (Please enter if No selected)

**C.1.** The school division has developed and implemented a program of instruction in grades K 12 which emphasizes:

**a.** Reading, writing, and speaking. Yes  No

**Corrective Action :** (Please enter if No selected)

You will continue to fill out data in a similar form for all eight (8) standards. You may use either the mouse or the tab key on your keyboard to move between fields within the submission. When you have finished entering data for a particular standard, you will see options at the bottom of the screen once the entire standard has been reviewed.

o. Incorporation of art, music, and physical education as a part of the instructional program at the elementary school level. Yes  No

Corrective Action : (Please enter if No selected)

p. A program of student services for grades kindergarten through 12 that shall be designed to aid students in their educational, social, and career development. Yes  No

Corrective Action : (Please enter if No selected)

You must click on “Save” before you leave each standard in order for your work not to be lost. You do not have to answer each question in order to save your work. You can save at any time and come back to a particular standard to complete it.

You must answer all questions for all standards in order to access the certification form that is to be signed by the division superintendent and chairman of the school board. To check the status of each standard, you may view the data on the right hand of the screen.

Compliance Status	Standards	Description	Current Status	Print Blank
Yes	<a href="#">STANDARD 1:</a>	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 2:</a>	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 3:</a>	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 4:</a>	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 5:</a>	TEACHER QUALITY AND EDUCATIONAL LEADERSHIP	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 6:</a>	PLANNING AND PUBLIC INVOLVEMENT	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 7:</a>	SCHOOL BOARD POLICIES	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 8:</a>	COMPLIANCE	Complete	<a href="#">Print</a>
<input type="checkbox"/>	For the 2005-2006 school year, we certify that division (001-ACCOMACK CO PBLC SCHS) is in full compliance with all of the following requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia).			
<input type="button" value="Finish"/>				

When the current status column reads “Complete” for each of the eight (8) standards, you may then click the “Finish” button. If any of the eight (8) standards shows a “Pending” status, you must go back and check the standards because you will be unable to access any certification forms.

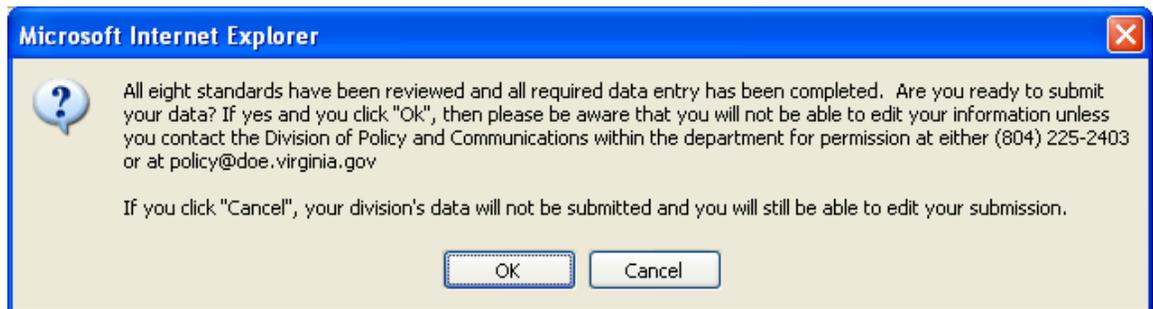
Once you have completed all data entry and the status for each standard reads “Complete,” you will be presented with a statement at the bottom of the screen (containing a summary of all eight (8) standards) indicating whether or not your division is in compliance. If your division is **in compliance**, then the statement would read as follows:

**“For the 2005-2006 school year, we certify that division XXX is in full compliance with § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia).”**

If your division is not in compliance, then the statement would read as follows:

**“For the 2005-2006 school year, we certify that division XXX is not in full compliance with § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia).”**

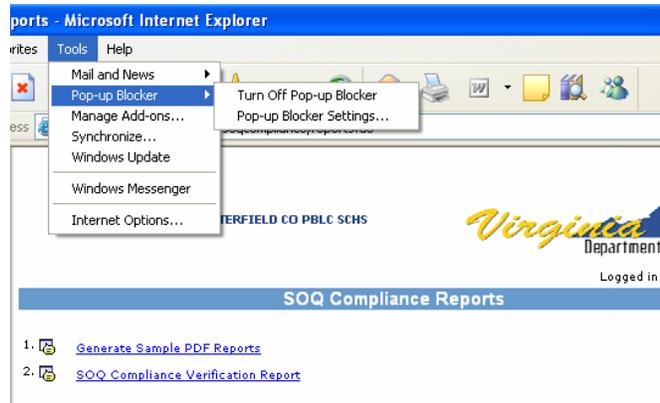
In order to access the certification form, you must check the box to the left of the compliance statement. Once you have checked the box, please click the “Finish” button. You will then view the following statement.



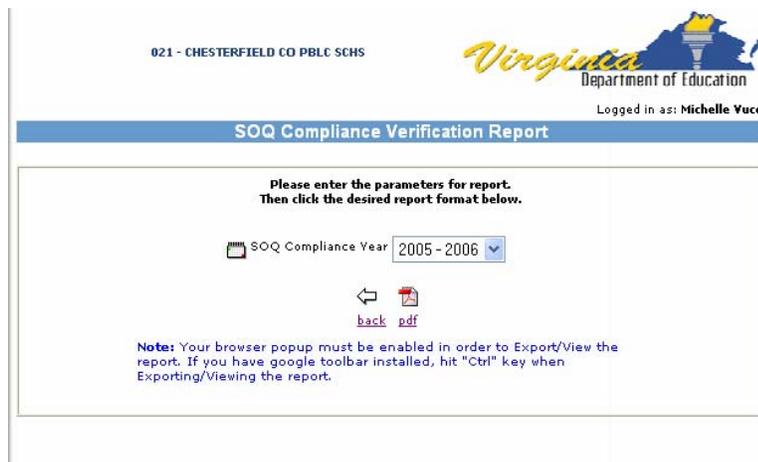
If you are not certain about any or all of your responses, you may go back and edit any of them. However, if you click “Ok,” you will be unable to make any further edits without contacting the department.

If you have clicked on “OK”, you will then be able to generate the Superintendent’s Verification Report. To access this report please click on the “Reports” option on the left hand side of the screen, which is one of the five (5) menu options, shown on page 3 of these instructions.

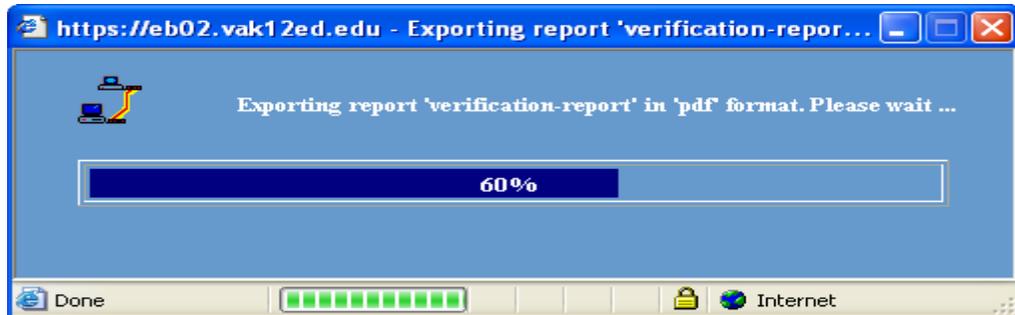
Please Note: To generate the verification report, your browser popup must be turned off in order to Export/View the report. If you have google toolbar installed, select "Ctrl" key when Exporting/Viewing the report. You may also turn off the popup blocker in the manner illustrated below:



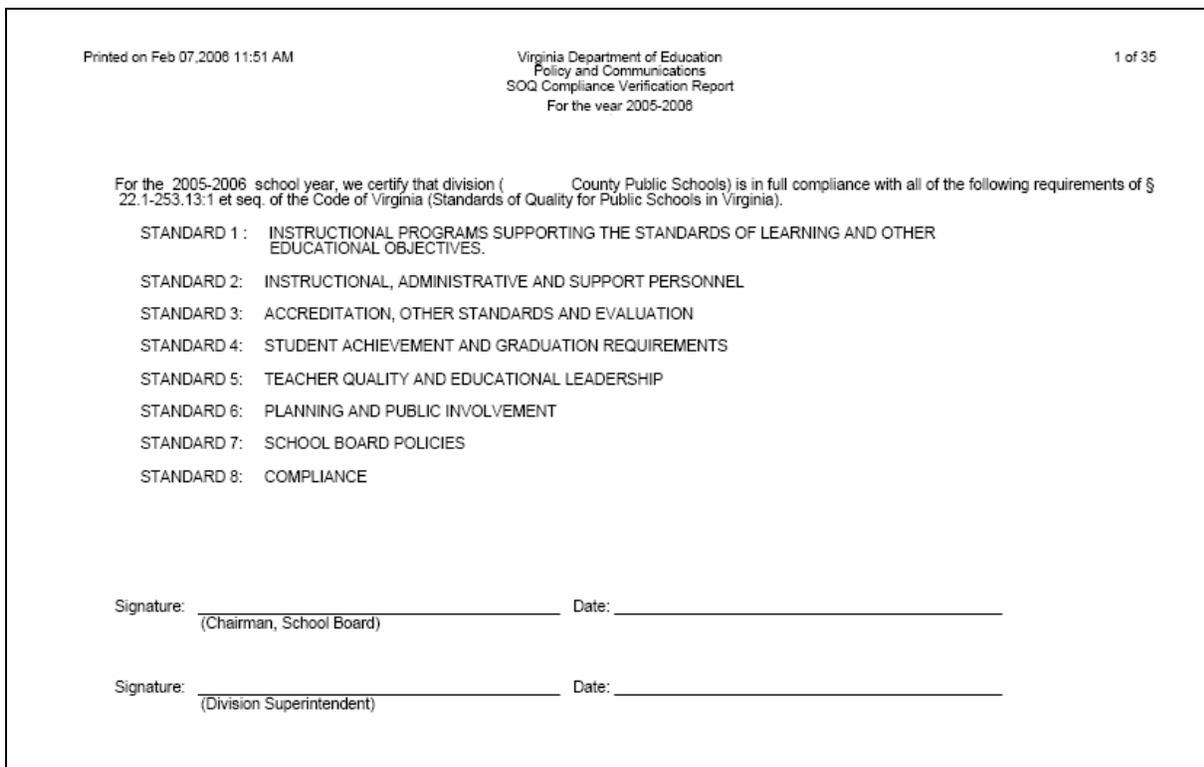
To generate the verification report, choose the option marked “SOQ Compliance Verification Report.” Once you have chosen this option, you will view the following screen:



You may then click on the “pdf” option to view the entire report. A screen will be displayed as follows while your report is generating for several minutes.

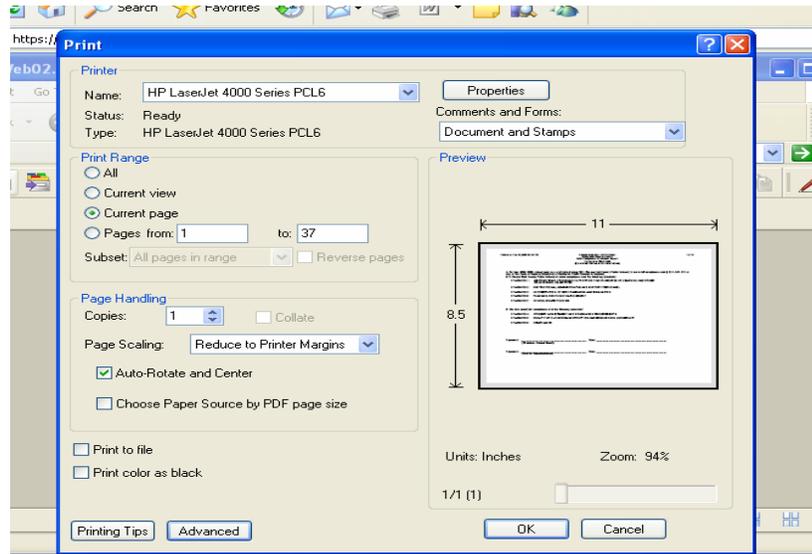


Once the pdf file of your report is generated, it will be displayed in pdf format and look similar to the screen shot below:



The first page of the report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. **Please do not send the entire report to the department, only the certification page.**

The entire pdf report is rather lengthy (approximately 35 pages). If you would prefer to print only the certification page, use the “Current Page” option from the Print Range section of the print menu:



Instructions for transmitting **only the signed certification sheet** are outlined in the Superintendents Memo. During the data verification process, staff in the Office of Policy at the Department of Education will notify the superintendent of any additional information or corrections that may be necessary.