PCGENESIS
CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI) SYSTEM OPERATIONS GUIDE

6/3/2016

Section J: MyGaDOE Web Portal Provisioning, V2.2

Revision History

Date	Version	Description	Author
06/03/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
07/25/2013	2.1	13.02.00 – Delete Cycle 3 reports.	D. Ochala
06/23/2009	2.0	09.02.00 – New security procedure supporting FY2010 CPI reporting requirements.	C. W. Jones

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Overview

Data security is extremely important because many of the Georgia Department of Education's software applications provide access to highly sensitive data, including but not limited to information identifying students and their assessment results. To ensure the security of this data, beginning in FY2010, the *MyGaDOE* Web portal will use PCGenesis employee personnel and CPI data when granting access to the portal, and when authenticating anonymous Web users. This measure also facilitates new teachers gaining the required access to the *MyGaDOE* portal. Although this new extract of CPI personnel information is only for portal security provisioning, PCGenesis users should note that this is not a CPI extract.

The PCGenesis-*Portal Provisioning Upload* supports this effort by extracting employee personnel and Certified/Classified Personnel Information (CPI) information, including CPI assignment school codes and job codes for upload to the Georgia Department of Education.

Before performing this procedure, the *Certified/Classified Employee Listing* must be printed and the resulting errors corrected.

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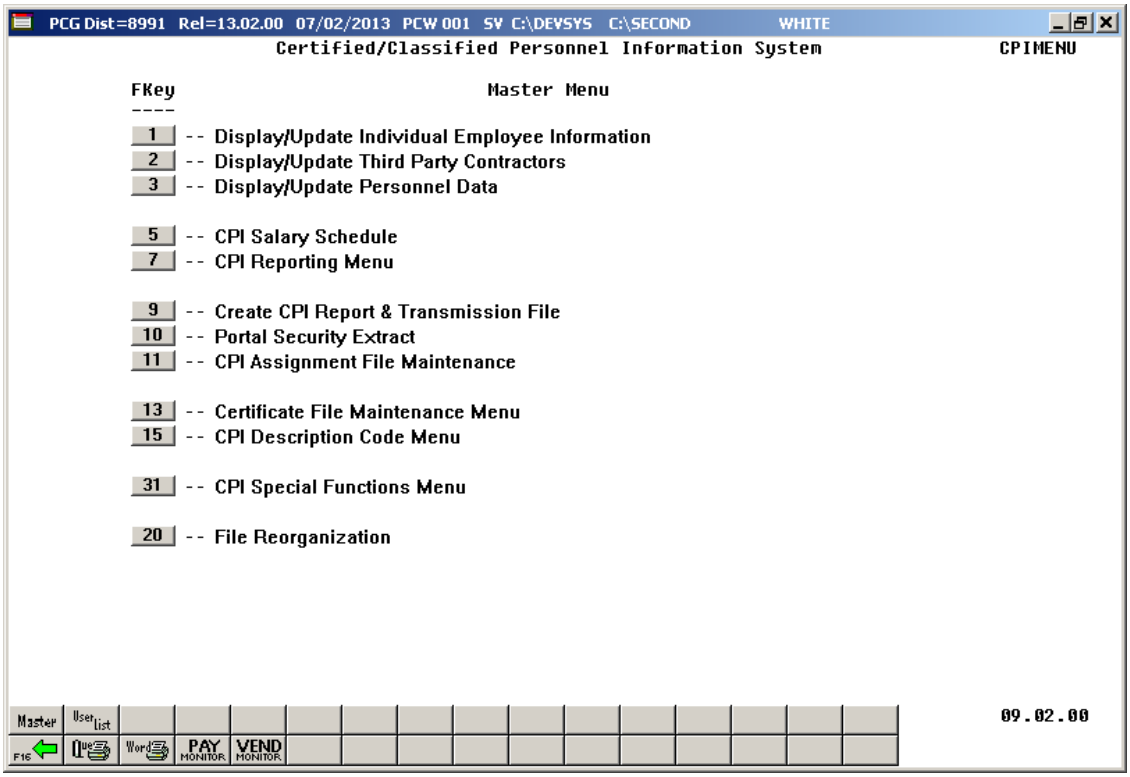
Step	Action
1	Print the *Certified/Classified Employee Listing* by following the instructions provided in *Section E: CPI Report Processing*.
2	From the *Business Applications Master Menu*, select F4 (**F4 -** Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
3	Select 10 (**F10** – Portal Security Extract).

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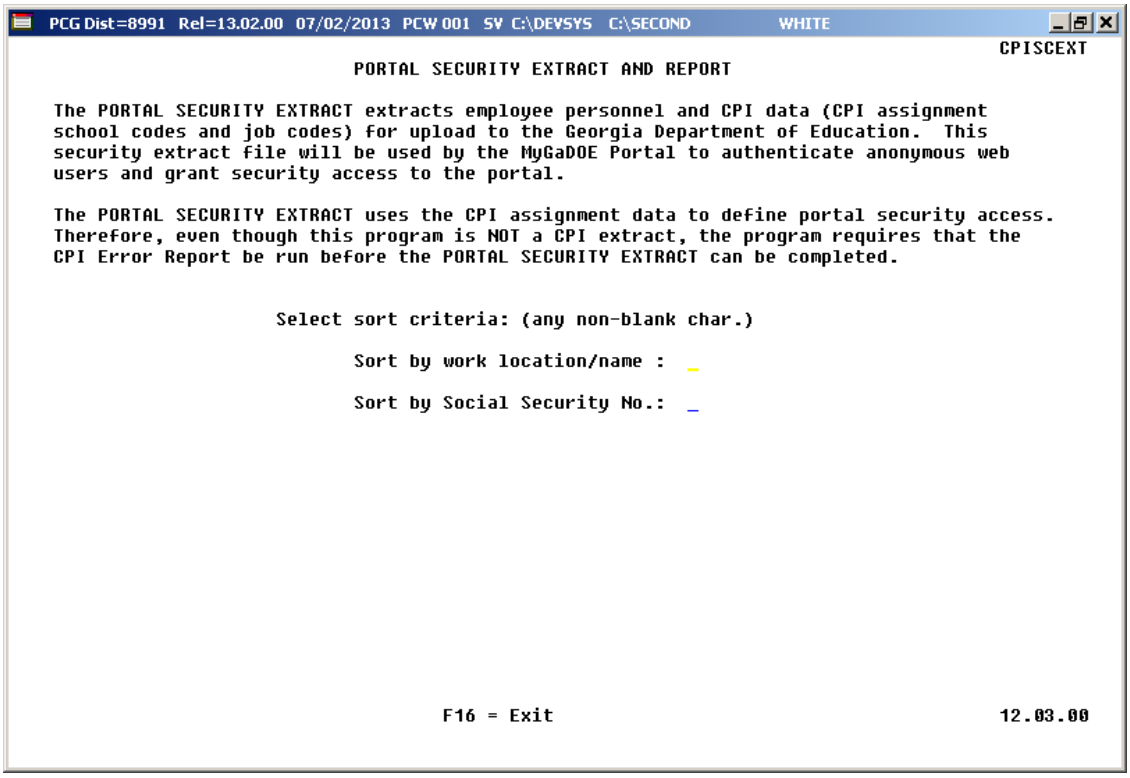
The following screen displays:



Step	Action
4	Enter **X** in the appropriate sort criteria field, and select **Enter** (to Continue). *"** Processing Request **" briefly displays.*

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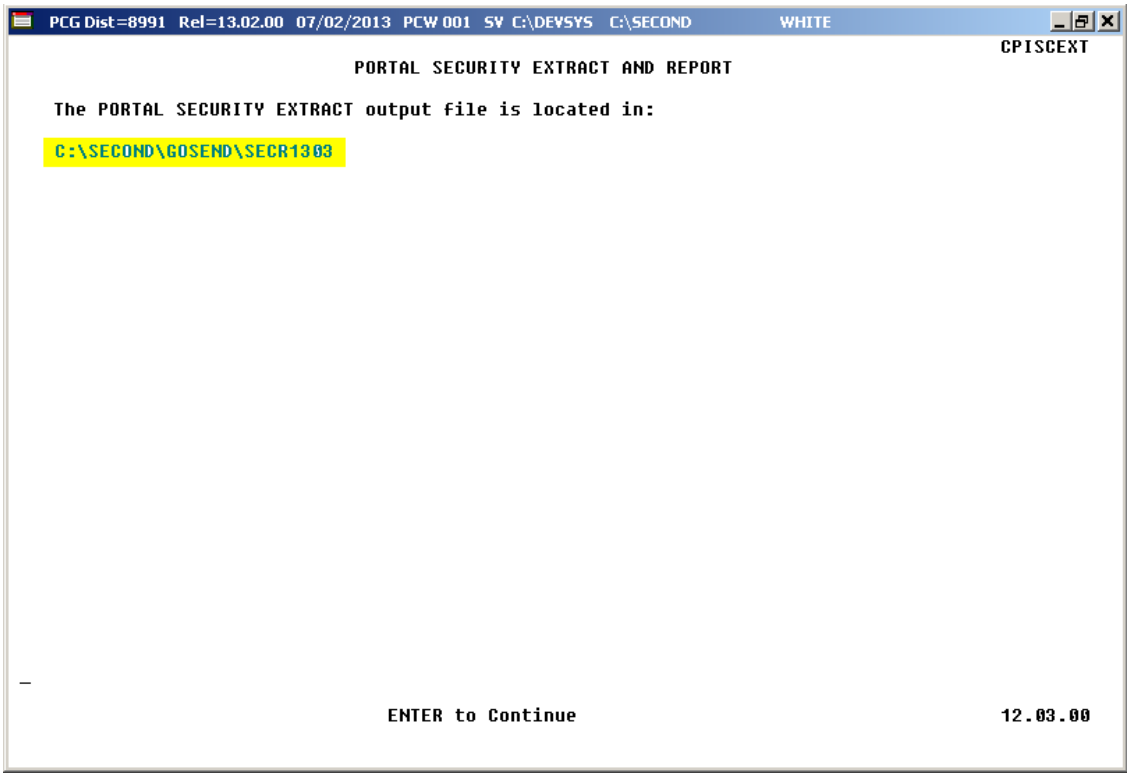
The following screen displays:



Step	Action
5	Record or screen-print the file location for *MyGaDOE* Web portal use, and select **Enter** (to Continue). *The file location is needed in Step 8 for the MyGaDOE Web portal transmission.*

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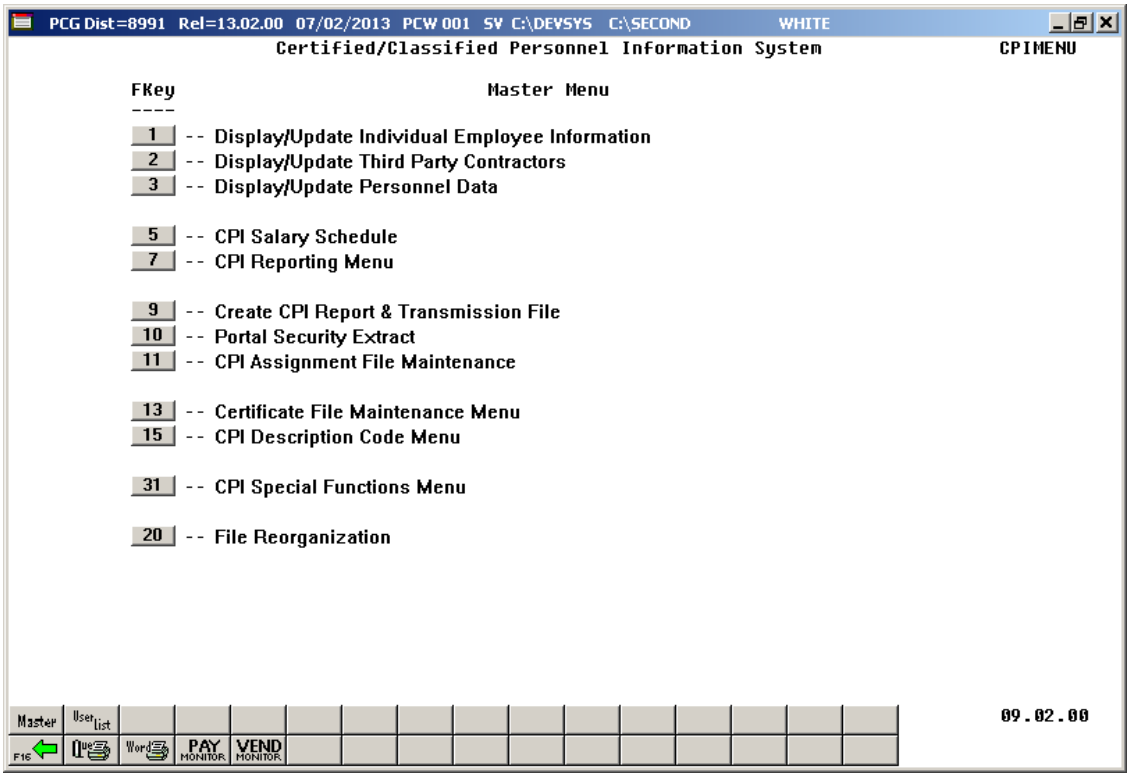
The following screen displays:



Step	Action
6	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures*, *Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

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Step	Action
7	Select (**F16** - Exit) to return to the *Business Applications Master Menu.*
8	Follow normal processing procedures to submit the file via the *MyGaDOE* Web portal.

J1. Portal Security Extract Report - Example

```
   REPORT ID:  CPICM401-DT                          PORTAL SECURITY EXTRACT REPORT                                    PAGE:    1
 REPORT DATE:  07/02/2013                                                                                      REPORT TIME: 08:11:00

899   SMITH CITY BOARD OF EDUCATION     WORK LOCATION:  101  Location 000101                SORT ORDER: LOCATION, LAST NAME

SSN        EMPNO          EMPLOYEE NAME                                CERT  CERT ID
           CERT    CLASS                                                      SEC
            EMP     EMP   CRT   LOC   PRCNT STAT LEV   JOB SUBJ  FLD  TYP  FUND PAY    YRS  GHI   CONTRACT     TERMINATION
           BASIS   BASIS  C/N                                                      STEP   EXP  PART  SALARY          DATE


999089391  089391  AL2NSO, JO2TTE                                      (N)
                    1.000   N   8013  100.0            456                                      N      16337.20


999089831  089831  AM2ROSE, BE2HANIE                                   (N)
                    1.000   N    101  100.0            425                                      Y      19072.00


999089039  089039  BA2DA, MA2                                          (C)      452158
           1.000            C    101   25.0   I    0   114  360  761    T         L1    12    Y      57081.00

                            C    101   25.0   I        114  170  761    T

                            C    102   25.0   I        130  170  761    T

                            C    102   25.0   I        130  360  761    T


999089281  089281  BA8GH, PH8BE                                       (C)      215475
           1.000            C    101  100.0   I    0   111  270  743  PBT         L6    30    Y      50485.00


999089640  089640  BL9NK, SH9WANNA                                    (N)
                    1.000   N    101  100.0            457                                      Y      17491.20


999089025  089025  BO8, CA8HERIN                                      (C)      787306
            .500            C    101  100.0   I    0   114  500  764    T          3     5    Y      18612.00
```


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