

<b>Setting up in EZ Reports: New 21<sup>st</sup> CCLC Grantees</b> <b>*this will walk you through steps if logged into at the Site Coordinator level; these steps need to be completed individually for every site your program runs*</b>	
<b>Step 1: Log on to EZ Reports</b>	Website: <a href="https://www.ezreports.org/indiana1718">https://www.ezreports.org/indiana1718</a> Username: first initial of your first name and full last name; Example: John Smith would be jsmith
<b>Step 2: Change Password (OPTIONAL)</b>	1. Navigate to Profile (top right corner)
<b>Step 3: Attendance/Enrollment Options</b> Be sure to read these thoroughly!	1. Navigate to the Options (top right corner) 2. Click save and close
<b>Step 4: Set up Staff information</b> Be sure all staff have a signed confidentiality agreement (This can be found by having your program director log in and navigate to administration→forms & documents)	1. Navigate to Program→Staff→Add 2. If you wish staff to have individual login information, create it here.
<b>Step 5: Set up additional user information (OPTIONAL)</b>	1. Navigate to Program→Additional User→Add
<b>Step 6: Set up any Special Holidays</b> This is where you will set up any unexpected closing days (ex. Snow day) that fall during your programming time	1. Navigate to Program→Special Holiday→Add
<b>Step 7: Set up Session information</b> This is where you will enter your specific daily program information. Your program director should have already set up activity groups. Example: If one of your activity groups is 'academic enrichment' in this step you will create sessions that happen every day that fall under that category—homework help, tutoring, etc.	1. Navigate to Activity→Manage Activity 2. You will see the activity groups listed here 3. Click the green plus sign on the right hand side of the screen—under whichever activity group you need 4. Enter in specific session information 5. Click save & continue 6. Select staff in charge of this program
<b>Step 8: Enter youth registrations</b>	1. Navigate to Registration→Add Student 2. Enter in complete information for each student that attends that site *data collected here will be reported to the USDOE 3. After youth are entered you can see a complete list of those registered to that site at Registration→Manage Registration
<b>Step 9: Enroll youth in Sessions</b> This is where you will enroll youth into session they can/do participate in. This step will lead to you being able to track their attendance in those sessions.	1. Navigate to Registration→Enroll by Activity 2. On the left hand side of the screen you will see a list of sessions you created in Step 7; on the right hand side of the

	<p>screen you will see a list of the youth you registered in Step 8.</p> <ol style="list-style-type: none"> <li>3. Click on a session you created and click enroll next to the name of every student that should be enrolled in that session.          *if every student on the list should be enrolled in that session, click 'check all'</li> <li>4. Once checked, you can choose your enrollment option on the top of the page.</li> </ol>
<p><b>Step 10: Entering Daily Attendance</b>          This step will take place once programming begins and you have daily attendance to submit.          Grantees record daily attendance for youth that attend the full academic period of the day—for example: if the first hour of your program is the academic portion of the program, this step is where you record the attendance for youth that attend.</p>	<ol style="list-style-type: none"> <li>1. Navigate to Roster→Enter Attendance</li> <li>2. Select Sort Option</li> <li>3. Select Month</li> <li>4. Select Enter Attendance</li> <li>5. A list of students registered to this site will populate.</li> <li>6. Select students that attended that day</li> <li>7. Navigate to Roster→Submit Attendance→Select the month you wish to submit</li> </ol>