

Guide to STAC Online System – Notes and Shortcuts

efrt.nysed.gov/efrt/

- Open EFRT by clicking box. (This takes a moment.)
 - Allow Presentation Client window to load. Do not close.
 - Accept Security Warnings.
 - **Welcome Page** – Enter your personal user code and password.
- Use your CAPS LOCK to enter data in **UPPER CASE**.
- The **TAB** key will advance the cursor from field to field.
- The **ENTER** key is a transmit key.
- The **GO TO** field located at the top right-hand corner of all screens allows you to navigate to different screens without accessing the menus. Listed below in bold are the shortcut names to be entered in the GO TO field. If you don't want to return to the previous screen but the GO TO field is pre-filled, you must delete the entry from the GO TO field.
 - **HOME**– Main menu
 - **DQAPP** – Approval Lists
 - **DCHSR** – Find a STAC ID for a student
 - **DQCLD**- View a student's approval history
 - **DQPRT**- View/Print Child Service Approval
 - **DQPR5**- - View/Print Child Preschool Evaluation Approval
 - **DQPRG** - Provider/Program Search
 - **DQHOS** – View Private Placement Assurance (LRE) history
 - **DOSES** – Add/View Private Placement Assurance (LRE)
 - **DMNUS**- Add/Change Reimbursement Approvals
 - **DMNUR**- Process a Reapplication
 - **DSPRV** – Add/view Private Excess Cost Approval (10 month)
 - **DSPUB** – Add/view High Cost Approval (10 month)
 - **DSUMR** – Add/view Special Class Approval (2 month)
 - **DSSRL** – Add/view Summer Related Services
 - **DSCSM** – Add/view Chapter Approvals (2month)
 - **DSCHP**- Add/view Chapter Approvals (10 month)
 - **DMNUV**- Online AVL Verification
 - **DMNUP** – Preschool Main Menu – **For County Use Only**
 - **DSPRE** – Add/Change Preschool Service Approval (Center-base) – **For County Use Only**
 - **DSSEI** – Add/Change Preschool Service Approval (SEIT/Related Services) – **For County Use Only**
 - **DQEVL** – View/Add/Change Preschool Evaluations – **For County Use Only**
 - **DVPRS** – Process Online Preschool AVL's – **For County Use Only**
- Do not use Browser Back and Forward keys to navigate screens. These are not recognized by application.
- Required fields are labeled in BLUE.
- Date fields are to be entered in the mm/dd/yy format.
- To select dropdown, click on choice or type first letter to locate.
If valid choice does not appear in drop down box, contact STAC and tell operator you are missing a drop down choice (518) 474-7116.
- Ignore Verify fields.
- To log off the STAC online system, enter **BYE** in the GO TO field.