Online User Verification

A User Guide for District/County/SED-Approved Provider Verification of STAC Online Users

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

NOVEMBER 2017
Overview: These instructions outline how a School District Superintendent, Authorized Municipality Representative, or Authorized Provider Representative can utilize the XTEND screen to re-verify or suspend STAC online users.

To access the XTEND screen:

1. Go to the STAC homepage at http://www.oms.nysed.gov/stac/

2. Click on the “EFRT Online Sign-In” button on the left hand side of the screen.

3. You will be advanced to the “WELCOME” online screen.

4. Enter the case-sensitive confidential usercode and password.

5. District Superintendents will be advanced to the “DISTR” screen.
6. Authorized Municipality Representatives will be advanced to the “CNTRY” screen.

7. Authorized Provider Representatives will be advanced to the “PROVR” screen.

8. Click on the “S” to the left of the “XTEND” Choice.

9. You will be advanced to the “XTEND” online screen. A list of all active (and recently suspended) STAC system online users for your school district/county/provider will appear on the “XTEND” screen. This list will include school/county/provider users, incarcerated youth (IY) users, and consultants. This screen also contains all suspended users for your school district/county/provider for the past two years.
10. School District Superintendents/Authorized Municipality Representatives/Authorized Provider Representatives have the following options on the “XTEND” screen. Note that users can be suspended, reverified, or reactivated individually or as a group. For the updates to be processed on STAC online system, you must click on the “Update Users” button.
• “Suspend User”
   Action: Place a check mark in the box under the “Suspense User” column for the appropriate user. Repeat action for all users to be suspended. Once the appropriate users have been suspended, click on the “Update Users” button.
   Result: This immediately prevents a user from accessing the STAC online system.

• “Reverify User”
   Action: Place a check mark in the box under the “Reverify User” column for the appropriate user. Repeat action for all users to be reverified. Once the appropriate users have been reverified, click on the “Update Users” button.
   Result: This immediately reauthorizes user through January 15, 2019.

• “Reactivate a Suspended User”
   Action: Removing the checkmark under the “Suspense User” column, and place a checkmark in the “Reverify User” box. Repeat action for all suspended users to be reactivated. Once the appropriate users have been reactivated, click on the “Update Users” button.
   Result: This immediately reauthorizes user through January 15, 2019.

• No action taken
   Action: No action taken
   Result: User’s rights will be suspended and access to the STAC online system will be denied effective January 15, 2018.
11. **FINAL ACTION TO BE TAKEN**

After all users have been appropriately reviewed and/or updated, click on “**Update Users**” on the top right-hand side of the screen. Please review the "**Authorized Until**" column on the “**XTEND**” screen and confirm that the "**Authorized Until**" dates for these users have been updated to January 15, 2019.

![Screen Shot](image)

**Additional Notes:**

- **Year-Round Process**
  
  The “**XTEND**” online screen is open year-round for District Superintendents/Authorized Municipality Representatives/Authorized Provider Representatives to suspend/reverify their users as necessary. Please keep the Superintendent’s/Municipality Representative/Provider Representative’s usercode and password (assigned solely for this process) in a confidential folder for use throughout the year.

- **New STAC Online Users**
  
  The “**XTEND**” screen cannot be utilized by District Superintendents/Authorized Municipality Representatives/Authorized Provider Representatives to add new STAC online users. The paper process for new users to apply for a user code and password to the STAC online system remains the same. New users must complete and forward to the STAC and Medicaid Unit a signed "**Request Form for Online Access to the STAC Database**". Please contact Kelly Mason or Adam Lenhardt at 518-474-7116 if you have any questions regarding this process.