



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

**System to Track and Account for Children (STAC) and Medicaid Unit**

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STAC Website: <http://www.oms.nysed.gov/stac> Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# ONLINE USER VERIFICATION:

## A User Guide for District/County Verification of STAC Online Users

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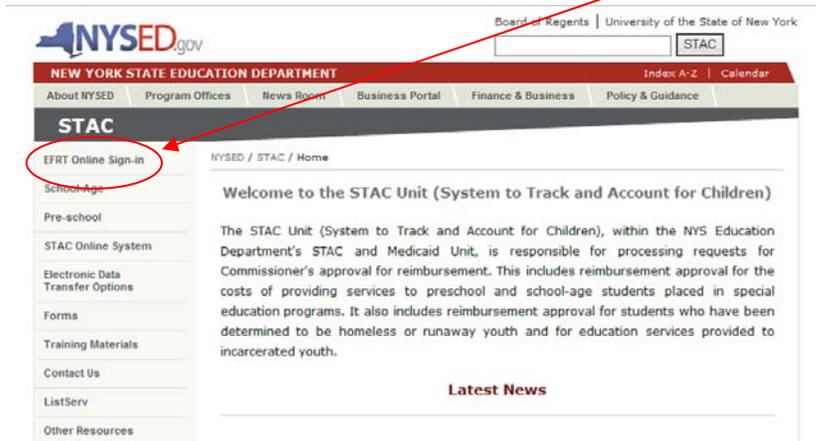
### STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

NOVEMBER 2016

**Overview:** These instructions outline how a School District Superintendent or Authorized Municipality 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.



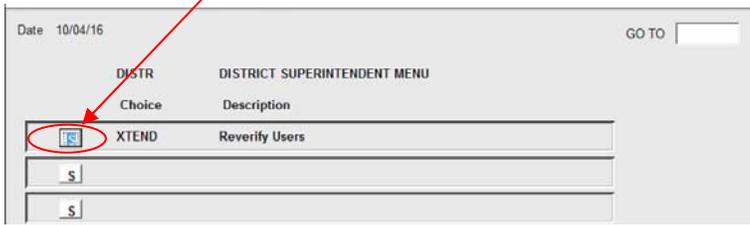
4. Enter the case-sensitive confidential usercode and password.
5. District Superintendents will be advanced to the “DISTR” screen.



6. Authorized Municipality Representatives will be advanced to the “CNTRY” screen.



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



8. 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 will appear on the **XTEND** screen. This list will include school/county users, incarcerated youth (IY) users, and consultants. This screen also contains all suspended users for your school district/county for the past two years.

Date 08/19/16 New York State Education Department Go to   
 Time 12:11 **Agency Authorized Users Listing** Menu

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Agency Code:  Agency Name Search:   Agency Type (Internal use only):

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Telephone: 516-123-4567 Contact: SUSAN SUPERINTENDENT

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Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBUSINES	BETTY BUSINESSMANAGER	N	N	02/26/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>
C01CCONS	COLIN CONSULTANT	N	N	01/29/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	05/21/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIY	ISABELLE MULTIPLEACCO	N	N	06/24/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	02/21/2016	02/29/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	06/24/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>
OOLDACCO	OLIVIA OLDACCOUNT	N	N	12/20/2007	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TTYPIST	TERESA TYPIST	N	N	08/18/2016	01/15/2017	<input type="checkbox"/>	<input type="checkbox"/>

9. School District Superintendents/ Authorized Municipality Representatives have the following options on the **XTEND** screen. Note that users can be suspended, reverified, or reactivated individually or as a group. In order 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 **“Suspend 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, 2018.

- **“Reactivate a Suspended User”**

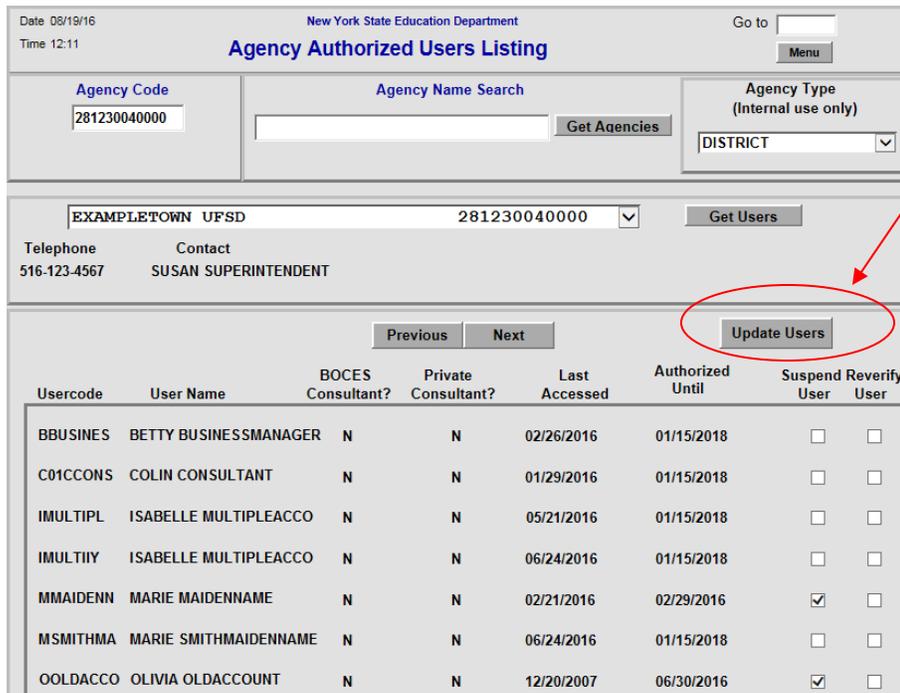
- **Action:** Removing the checkmark under the **“Suspend User”** column, and place a checkmark in the **“Reverify User”** box. Repeat action for all suspended users to be reactivated. Once the appropriate users have been reactivated, click on the **“Update Users”** button.
- **Result:** This immediately reauthorizes user through January 15, 2018.

- **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, 2017.

## 10. 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, 2018.



The screenshot shows the 'Agency Authorized Users Listing' interface. At the top, it displays the date (08/19/16) and time (12:11). The header includes the New York State Education Department logo and a 'Go to' field. Below the header, there are search filters for Agency Code (281230040000), Agency Name Search, and Agency Type (DISTRICT). A 'Get Agencies' button is present. The main section shows the selected agency: EXAMPLETOWN UFSD (281230040000) with contact information for SUSAN SUPERINTENDENT. At the bottom, there are navigation buttons for 'Previous', 'Next', and 'Update Users'. The 'Update Users' button is circled in red, and a red arrow points to it from the right side of the page.

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBUSINES	BETTY BUSINESSMANAGER	N	N	02/26/2016	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
C01CCONS	COLIN CONSULTANT	N	N	01/29/2016	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	05/21/2016	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIHY	ISABELLE MULTIPLEACCO	N	N	06/24/2016	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	02/21/2016	02/29/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	06/24/2016	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
OODACCO	OLIVIA OLDACCOUNT	N	N	12/20/2007	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Additional Notes:

- **Year-Round Process**

The **XTEND** online screen is open year-round for District Superintendents/Authorized Municipality Representatives to suspend/reverify their users as necessary. Please keep the Superintendent's/Municipality 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 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 Diana Kaplan or Adam Lenhardt at 518-474-7116 if you have any questions regarding this process.