



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/SED-Approved Provider
Verification of STAC Online Users

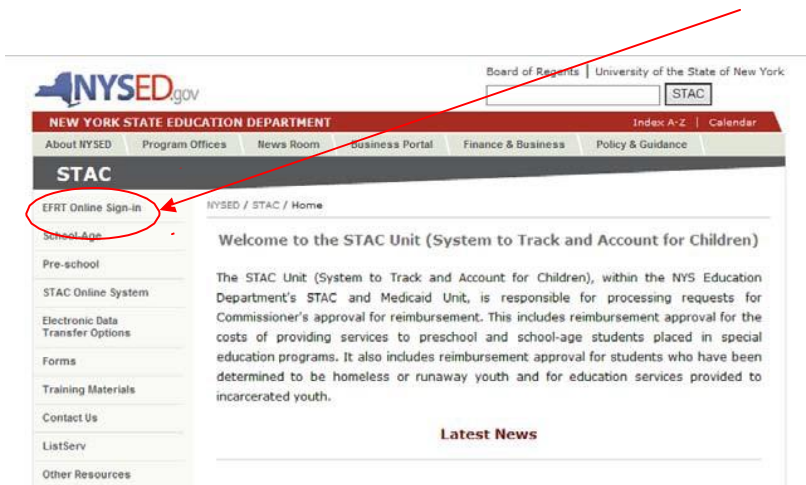
STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

NOVEMBER 2017

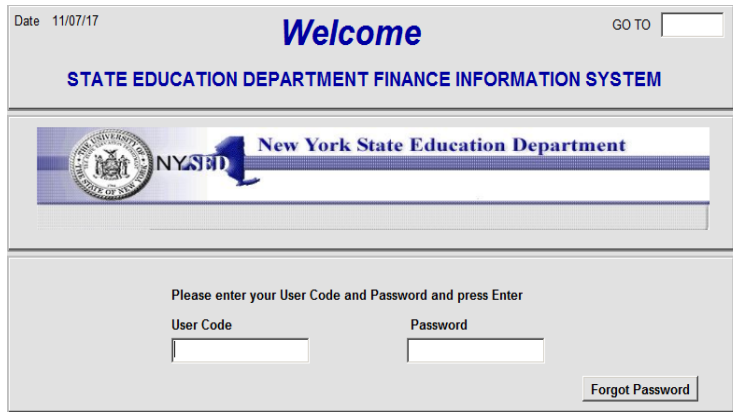
Overview: These instructions outline how a School District Superintendent, Authorized Municipality Representative, or Authorized Provider Representative can utilize the XTEND screen to re-verify or suspend STAC online users.

To access the XTEND screen:

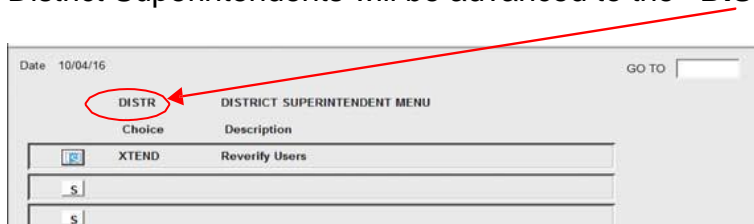
1. Go to the STAC homepage at <http://www.oms.nysed.gov/stac/>
2. Click on the “EFRT Online Sign-In” button on the left hand side of the screen.



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



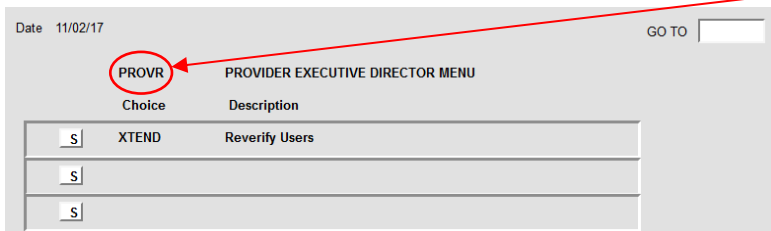
4. Enter the case-sensitive confidential usercode and password.
5. District Superintendents will be advanced to the “DISTR” screen.



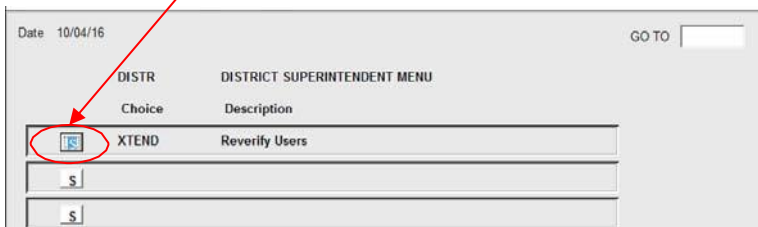
6. Authorized Municipality Representatives will be advanced to the “**CNTRY**” screen.



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.

Date 09/26/17
Time 12:11

New York State Education Department

Go to

Agency Authorized Users Listing

Agency Code

Agency Name Search

Agency Type
(Internal use only)

Telephone: 516-123-4567

Contact: SUSAN SUPERINTENDENT

281230040000

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBUSINES	BETTY BUSINESSMANAGER	N	N	02/26/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
C01CCONS	COLIN CONSULTANT	N	Y	01/29/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	05/21/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIY	ISABELLE MULTIPLEACCO	N	N	06/24/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	02/21/2017	02/29/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	06/24/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>
OOLDACCO	OLIVIA OLDACCOUNT	N	N	12/20/2007	06/30/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TTYPIST	TERESA TYPIST	N	N	08/18/2017	01/15/2018	<input type="checkbox"/>	<input type="checkbox"/>

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 **“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, 2019.

- **“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, 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.

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBUSINES	BETTY BUSINESSMANAGER	N	N	02/26/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
C01CCONS	COLIN CONSULTANT	N	Y	01/29/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	05/21/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIY	ISABELLE MULTIPLEACCO	N	N	06/24/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	02/21/2017	02/29/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	06/24/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
OOLDACCO	OLIVIA OLDACCOUNT	N	N	12/20/2007	06/30/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TTYPIST	TERESA TYPIST	N	N	08/18/2017	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>

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.