



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: <https://www.oms.nysed.gov/stac>

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

Online User Reauthorization

A User Guide for School Districts and Municipalities

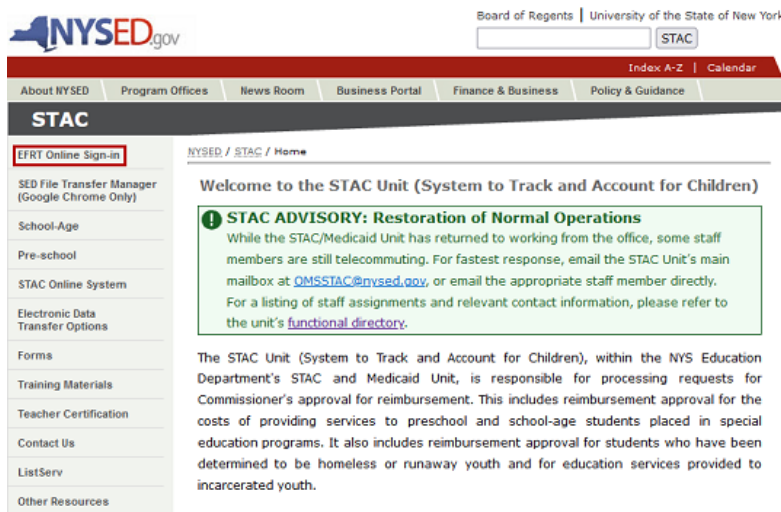
STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

NOVEMBER 2022

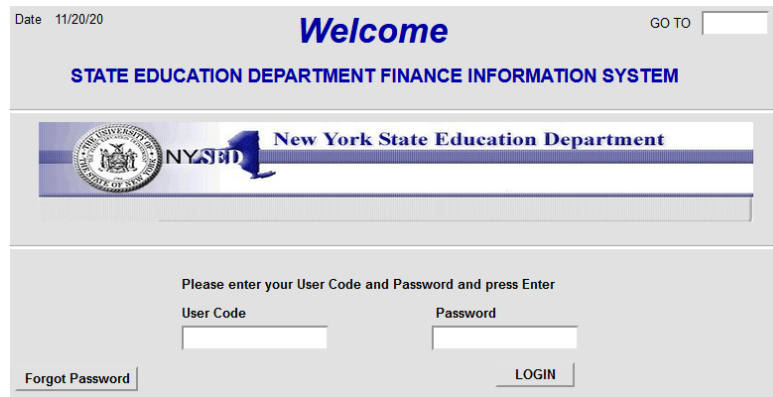
Overview: These instructions outline how a School District Superintendent or Authorized Municipality Representative can utilize the XTEND screen to re-verify or suspend STAC online users.

I. Access the XTEND screen

1. Go to the STAC homepage at <https://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. If it has been more than six months since you've last accessed EFRT, you may be required to change your password. If a new password is required:
 - Enter the password from the letter you received as the Old Password.
 - The new password you select should be exactly eight characters, no more and no less. Six letters followed by two numbers works best.

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

DISTR		DISTRICT SUPERINTENDENT MENU		CNTRY		COUNTY MENU	
Choice	Description	Choice	Description	Choice	Description	Choice	Description
<input type="checkbox"/>	XTEND	Reverify Users	<input type="checkbox"/>	XTEND	Reverify Users	<input type="checkbox"/>	
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	

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

Date 11/16/22 GO TO

DISTR		DISTRICT SUPERINTENDENT MENU	
Choice	Description	Choice	Description
<input type="checkbox"/>	XTEND	Reverify Users	

8. You will be advanced to the **XTEND** online screen. A list of all active (and recently suspended) STAC system online users associated with your school district or 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.

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New York State Education Department
Agency Authorized Users Listing

Agency Code <input type="text" value="281230040000"/>	Agency Name Search <input type="text"/>	Agency Type (Internal use only) DISTRICT
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Get Users

Telephone	Contact	From	Through
516-123-4567	SUSAN SUPERINTENDENT	Evaluator	1617

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
C04CCONS	CATHY CONSULTANT	N	Y	09/23/2021	01/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
FFINANCE	FIONA FINANCE	N	N	06/01/2021	01/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
GTYPYST	GINA CLERKTYPYST	N	N	06/17/2022	01/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	06/13/2016	01/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIY	ISABELLE MULTIPLEACCO	N	N	12/20/2018	01/20/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	03/31/2017	11/13/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	01/31/2020	01/26/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OOLDACCO	OLIVIA OLDACCOUNT	N	N	11/14/2022	01/15/2023	<input type="checkbox"/>	<input type="checkbox"/>

II. Suspend & reauthorize existing users

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. For the updates to be processed on STAC online system, you **must** click on the “**Update Users**” button.

1. “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 (EFRT) System.

2. “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, 2024.

3. “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, 2024.

4. No action taken

Action: No action taken

Result: User’s rights will be suspended and user will be unable to access to the STAC Online (EFRT) System after January 15, 2023.

III. FINAL ACTION: Confirm users have been reauthorized

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, 2024.

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Agency Authorized Users Listing

Agency Code: 281230040000 Agency Name Search: Get Agencies Agency Type (Internal use only): DISTRICT

EXAMPLETOWN UFSD 281230040000 Get Users

Telephone: 516-123-4567 Contact: SUSAN SUPERINTENDENT From: Evaluator Through: 1617

Previous Next **Update Users**

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
C04CCONS	CATHY CONSULTANT	N	Y	09/23/2021	11/13/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FFINANCE	FIONA FINANCE	N	N	06/01/2021	01/15/2024	<input type="checkbox"/>	<input type="checkbox"/>
GTYPIST	GINA CLERKTYPIST	N	N	06/17/2022	01/15/2024	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIPL	ISABELLE MULTIPLEACCO	N	N	06/13/2016	01/15/2024	<input type="checkbox"/>	<input type="checkbox"/>
IMULTIY	ISABELLE MULTIPLEACCO	N	N	12/20/2018	01/15/2024	<input type="checkbox"/>	<input type="checkbox"/>
MMAIDENN	MARIE MAIDENNAME	N	N	03/31/2017	11/13/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSMITHMA	MARIE SMITHMAIDENNAME	N	N	01/31/2020	01/26/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OOLDACCO	OLIVIA OLDACCOUNT	N	N	11/14/2022	11/13/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IV. 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 Usercode and password to the STAC online system remains the same. New users must complete and forward to the STAC/Medicaid Unit a signed **Request Form for Online Access to the STAC Database**. Please contact OMSSTAC@nysed.gov if you have any questions regarding this process.