Please use the following link to go to the CSIU Computer Services new registration page. <u>https://www.solutionwhere.com/WW/Computerservices/</u>

Create an Account

Click on Create Account on the top right-hand side of the page.

This will take you to the User Account Creation page where you will fill out your contact information.

If you do not see your LEA/Organization in the dropdown list, please contact us at <u>communicationalert@csiu.org</u>.

User Account Creation											
User Account Creation											
Please enter the following information registered for.	on. After you submit this form, you will be able to	o track which events you have									
Username		Required									
Password		Required									
Confirm Password		Required									
LEA/Organization	Please Select 🔻	Please select your employing LEA/District/Organization from the drop down.									
First Name		Required									
Middle Name											
Last Name		Required									
Work Phone	Ext.	J									
Primary Email		Required									
Confirm Primary Email		Required									
	SUBMIT	,									

The Username needs to be unique, so you may need to try a different username. You will get a message on your screen, if the username is already in use.

User Account Creation	
In crea	ting your account, the following error was encountered:
	The registrant id martley is already in use.
	You can choose to do the following:
Try Again	Click here to enter a new registrant id.
Email Account Password	Your password will be emailed to the address we have on file
	-

If you previously created an account and try to create a new account using the same email address, you will get the following message.

User Account Creation	
In creating	your account, the following error was encountered:
An a	account already exists with this email address.
	You can choose to do the following:
Try Again	Click here to enter a new Email Address.
Email Account Password	Your password will be emailed to the address we have on file

When you have successfully created your account, you will be taken to your My Events page. This page will show any upcoming sessions that you have registered for.

	ОМРИТЕ	R SER	RVICE	S					
Events	Upcor	ming Sessio	ns						
Upcoming	Name: MARL Registrant II	Y ARTLEY): martley@	@csiu.org						
Modify/Unregister	Normal Vie	w Cale	endar View						
In Progress									
Incomplete	This page disp	olays future s	sessions for	which you have reg	istered.				
Complete	Upcoming Se	ssions	G	Charle Date		To d Theor	Chatras	Desistant's Details	ttt
Menu	No records t	to display.	Session	Start Date	Start Time	End Time	Status	Registration Details	Location
Password									
Profile									
Evaluations									
Attendance									

Search for Events

If you are looking for a specific training, you can do an advanced search.

You can go directly to the Advanced Search page from the Home page. Click on either the See Available Events or the Register for Events link in the middle of the Home page.



You can also get to the Advanced Search page by clicking on the Events tab on the gray bar at the top of the page. This will take you to the page showing all of the upcoming events. Click on the Advanced Search button at the top of the page.



Once you are on the Advanced Search page, you can search by entering a keyword or selecting from the dropdown list of event titles.

Enter a keyword and/or a date range and click the Search button

If you leave the search fields empty, all events with active sessions will be displayed, which might take time to load.

Keyword:										
[Enter Keyword]										
Session D	ate: 12 months	by d	lefault. Clic	k to change o	r click the Clear All button.					
between	02/20/2025	Ē	and	02/20/2026	Ē					
View By: Event Title		○ Catego	pry	○ Area of Interest ○ Month						
Searc	n 🗆 Turn On	Adva	nced Searc	h Options	Clear All					

There are four different view options available for you to choose from to view your search results.

Event Title: This shows the list of events in your search in alphabetical order. This is the default search option.

Category: A table will show at the bottom of the page where you can select one of the categories to only see events listed under that category. Click on one of the Categories and click Search.

Area of Interest: A table will show at the bottom of the page. Click the Search button in this Area of Interest section for the upcoming events to be listed by application module.

Month: A table will show at the bottom of the page where you can select any of the months to only see events scheduled during that month. Click on as many of the months you'd like to see and click Search.

Register for Events

Click on Events from the gray bar at the top of the page. This will bring up all of the upcoming events. We have the events sorted by Category so all of the eSD SIS webinars will be together and then all of the FIS webinars will be together. You can click on the little box beside the category name to hide that category's events.

omputer Services Upco Events	ming			
Advanced	Search Q			
🗉 eSD Stu	dent Information	System		
Event Na	me	Description	Туре	Info
eSD SIS Maps & E	Grading Graduation arly Warning Systems	Learn how to create and view student graduation and early warning maps. This session will review the	Event	A 0000
		Upcoming sessions starting on 2/14/2025 and Online sessions available.		
eSD SIS	Locker Setup Webinar	Learn how to set up and assign lockers to students. This session will review the following: - Locker	Event	A
		Upcoming sessions starting on 4/22/2025 and Online sessions available.		
🗉 Financia	al Information Sys	tem		
Event Na	me	Description	Туре	Info
FIS Fund Billing an Webinar	Accounting Advanced d Accounts Receivable	Learn how to set up invoice approvalroutes and receive payments on invoices (in full, partial, and o	Event	
webinar		Upcoming sessions starting on 4/8/2025 and Online sessions available.		

Click on the event you would like to register for. The next page will show you the description of the event and the available session dates.

Event Detail	s										
eSD SIS Custom Report Card Webinar Learn how to create and generate a custom report card											
This session will re • Set up security • Create Templa • Review widget • Print and publi	wher the following: //permissions to enable this featu tes using layouts and widgets. settings and various layout option sh the report to the parent and st	re ns tudent portals									
Start Date	Time	Days	Location	Session Title		Status					
04/29/2025	10:00 AM-12:00 PM	1	Virtual	eSD SIS Custom Report Card Webinar		OPEN					
05/29/2025	10:00 AM-12:00 PM	1	Virtual	eSD SIS Custom Report Card Webinar		OPEN					
1 Page size:	50 •				2 ite	ms in 1 pages					
Instructor Led Sess (To Register, or for	ions more information,click on a start	date.)									

Click the session start date that you would like to register for. This will bring up the Session Details page.

Click the Next button at the bottom of the Session Details page to register.

Event mormation			
eSD SIS Custom Report Card	Webinar		
Learn how to create and gene	erate a custom report card		
This session will review the fo	ollowing:		
 Set up security/permission 	ons to enable this feature		
Create Templates using I	ayouts and widgets.		
 Review widget settings a 	and various layout options		
 Print and publish the rep 	port to the parent and studen	t portals	
Event Session Informatio	'n		
Days	1		
order ded and provide (mission		10:00 AM-12:00 PM	Virtual
Scheduled Date/Time	04/29/2025	10.00 AM-12.00 PM	
Title	eSD SIS Custom Report	t Card Webinar	
Title Session Contact	eSD SIS Custom Repor Dawn Reed	t Card Webinar	
Title Session Contact Instructor(s)	eSD SIS Custom Repor Dawn Reed Email : <u>communication</u> Melissa Hampton	t Card Webinar	

Confirm your profile information and click on Register at the bottom of the page.

t Registration Form					
If the Registrant ID and Information	below is no	t yours, then please <u>Logoff</u>	and Re-Lo	gon.	
Event Name:eSD SIInstructor:MelissaSession Number:eSD SIStart Date:4/29/20	S Custom R Hampton S Custom R 025	eport Card Webinar eport Card Webinar			
Scheduled Date(s):					
Date (MM/DD/YYYY)		Start time	End time		Location
04/29/2025		10:00 AM	12:00 PM		Virtual
Username	martley@c	siu.org		Required	
Password	*****			Required	
Confirm Password	•••••			Required	
LEA/Organization	CSIU		•	Required	
First Name	MARLY			Required	

You will get a message on your screen if your registration went through successfully. You will also receive a confirmation message in your email within a few minutes of registering.

Event Registration Form								
	Your registration was s	uccessful. Please che	eck your email for a confi	irmation message.				
	MARLY ARTLEY has been successfully registered for the eSD SIS Custom Report Card Webinar.							
	Event Name: eSD SIS Custom Report Card Webinar							
	Instructor:	Melissa Hampton						
	Session Number:	eSD SIS Custom F	Report Card Webinar					
	Start Date:	4/29/2025						
	Scheduled Date(s):							
	Date (MM/DD/YYYY)		Start time	End time	Location			
	04/29/2025		10:00 AM	12:00 PM	Virtual			

NOTE: The confirmation message email will be sent from <u>wwmail@solutionwhere.com</u>. You will need to whitelist this email address so you receive these emails.

Confirmation Message Example:

Wed 2/19/2025 3:12 PM WWMail@solutionwhere.com Registration Confirmation for eSD SIS Custom Report Card Webinar To Marly Artley If there are problems with how this message is displayed, click here to view it in a web browser.

~

This email confirms that you have successfully been registered for the following class:

eSD SIS Custom Report Card Webinar

4/29/2025 - 10:00 AM-12:00 PM

Separate instructions will be emailed to the participant with the connection information and handouts prior to the session.

NOTE: Class participants will be contacted regarding a rescheduled date if class has been cancelled.

If you cannot attend, be sure to cancel your registration by logging back in and clicking on Modify/Unregister.

Thank you for choosing the CSIU Computer Services for your training needs. If you have any questions, please email or call us.

Sincerely,

CSIU Computer Services softhelp@csiu.org 570-246-5970 Click on My Events from the menu options on the left side of the page. This will show any upcoming sessions that you are registered for.

Upcoming Sessions											
Name: MARLY ARTLEY Registrant ID: martley@csiu.org											
Normal View Calendar View											
All the future sessions MARLY ARTLEY is registered for.											
Events	Title	Session	Start Date	Start Time	End Time	Status	Location				
eSD SIS Custom Report Card Webinar	eSD SIS Custom Report Card Webinar	408	04/29/2025	10:00 AM	12:00 PM		Virtual				

Cancel your Registration

If you are unable to attend a session that you registered for, you will need to go in and cancel your registration.

From the Home screen, click on the My Events menu option. Then click on the Modify/Unregister menu option.

Click the Change button beside the session you need to modify.

Unregi	ister/Modify Sessions									
Name: MARLY ARTLEY Registrant ID: martiey@csiu.org										
Normal	View Calendar View									
All the future sessions MARLY ARTLEY is registered for. MARLY ARTLEY'S Upcoming Sessions										
	Events	Title	Session	Start Date	Start Time	End Time	Status	Location		
Change	eSD SIS Grading Graduation Maps & Early Warning Systems	eSD SIS Grading Graduation Maps & Early Warning Systems	398	02/14/2025	2:00 PM	4:00 PM		Online		
Change	eSD SIS Grading Graduation Maps & Early Warning Systems	eSD SIS Grading Graduation Maps & Early Warning Systems	397	02/17/2025	10:00 AM	12:00 PM		Online		

To cancel your registration, click the Unregister from Event button.

Modify/Unregister			
	Registrant Name: MARLY AR Registrant ID: martley@ Date: 02/13/202 Unregister From An Event or Moo	TLEY ssiu.org 15 lify Its Registra	<u>ition</u>
	 You may completely un-register from an event by clibutton. If you wish <u>only</u> to modify your event registration, or of the event but not the entire event, then please click button. Events/sessions with a indicate that modification event/session will be restricted. 	cking the "Unreg r to unregister fo the "Modify Even of your registrati	ister From Event" r one or more parts t Registration" ion for that
	eSD SIS Grading Graduation Maps & Early Warning Systems		
	Session Title	Session Number	Registration Number
	eSD SIS Grading Graduation Maps & Early Warning Systems	398	6717
	Unregister From Event Modify Event Registration	Cancel/Return 1	ō Transcript

You will get another email confirming that you have been successfully unregistered for the session.

	W	Wed 2/19/2025 3:50 PM WWMail@solutionwhere.com You Have Been Unregistered from eSD SIS Custom Report Card Webinar	
То	Marly Artley		^

MARLY ARTLEY has been successfully unregistered from eSD SIS Custom Report Card Webinar.

Connection Email

You will receive a connection email with the zoom link and documentation links prior to the webinar session. This email should look the same as it currently does.

NOTE: The connection email will be sent from <u>wwmail@solutionwhere.com</u>. You will need to whitelist this email address so you receive these emails.

W

Sun 2/16/2025 4:06 AM

wwmail@solutionwhere.com

eSD SIS Grading Graduation Maps & Early Warning Systems

To Marly Artley

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The eSD SIS Grading Graduation Maps & Early Warning Systems is scheduled for 2/17/2025 from 10:00 AM-12:00 PM.

Please click the following link to join the meeting 10 minutes prior to 10:00 AM on 2/17/2025.

https://csiu.zoom.us/j/93124978575?pwd=oUI4muVzhMvT46PIDfEadrXpWu4n3h.1

If you need help, please go to the Zoom Help Center located at <u>https://support.zoom.us/hc/en-us/articles/115004954946-Joining-a-Webinar-Attendee-</u>

Documents for the training can be viewed here:

https://help.csiu.org/portal/en/kb/articles/sis-performance-maps

Evaluations

You will receive an evaluation email one day after the webinar session. This email should look the same as it currently does.

NOTE: The connection email will be sent from <u>wwmail@solutionwhere.com</u>. You will need to whitelist this email address so you receive these emails.

Tue 2/18/2025 4:06 AM

wwmail@solutionwhere.com

Thank you for attending eSD SIS Grading Graduation Maps & Early Warning Systems

To Marly Artley

W

Thank you for attending the eSD SIS Grading Graduation Maps & Early Warning Systems today. We hope you enjoyed it!

Please submit any questions or comments to: softhelp@csiu.org

To help us serve you better, please take a few minutes to complete a brief online survey of your training experience. The survey will ask you for the following information; please enter the information from this email message.

Training Name: eSD SIS Grading Graduation Maps & Early Warning Systems Instructor: Melissa Hampton Training Date: 2/17/2025

Click here to begin the survey: https://forms.office.com/r/btw95Qic7e