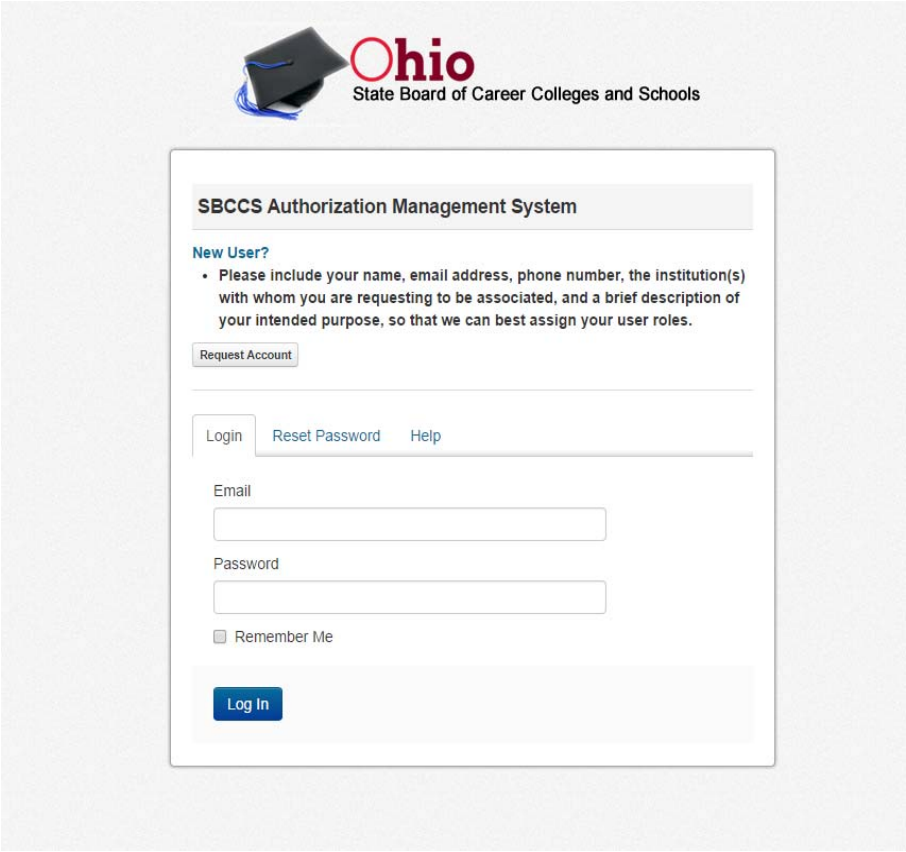
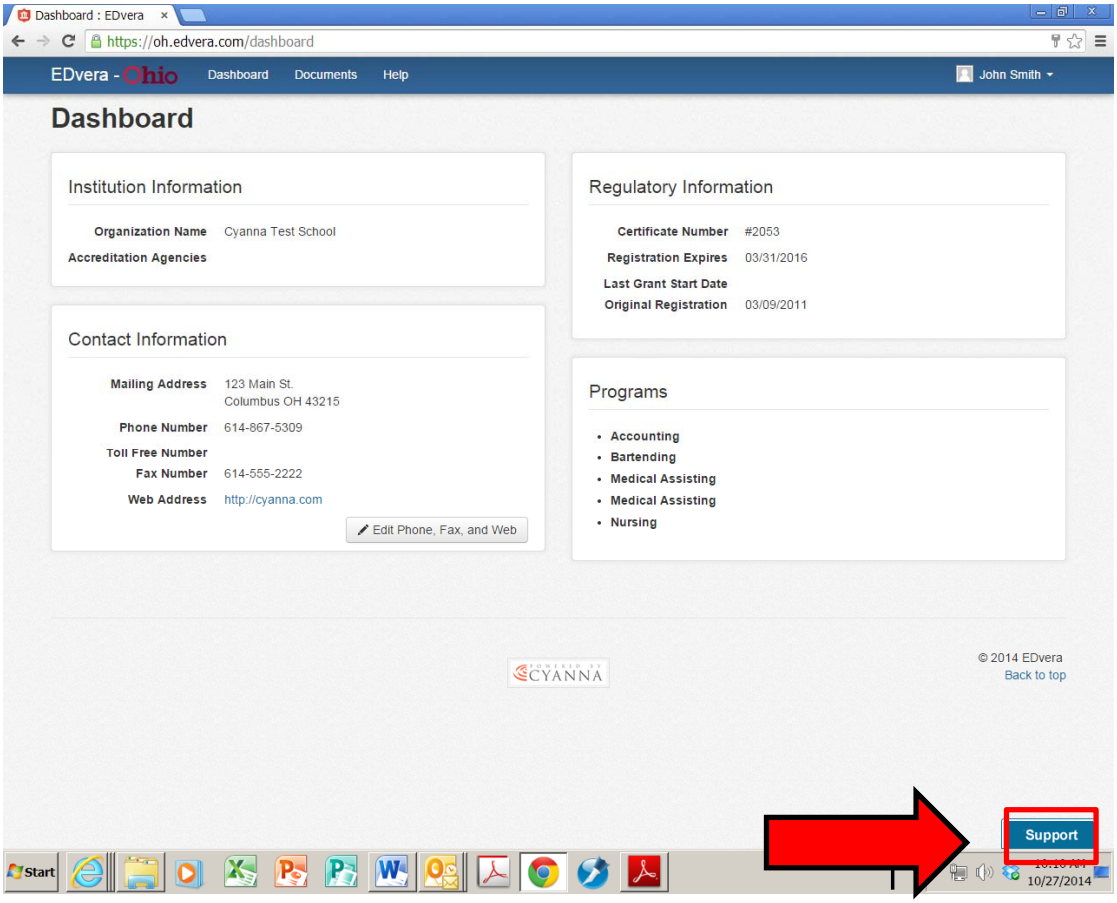
Edvera "Reverted" Documents Instructions

Log-In Instructions

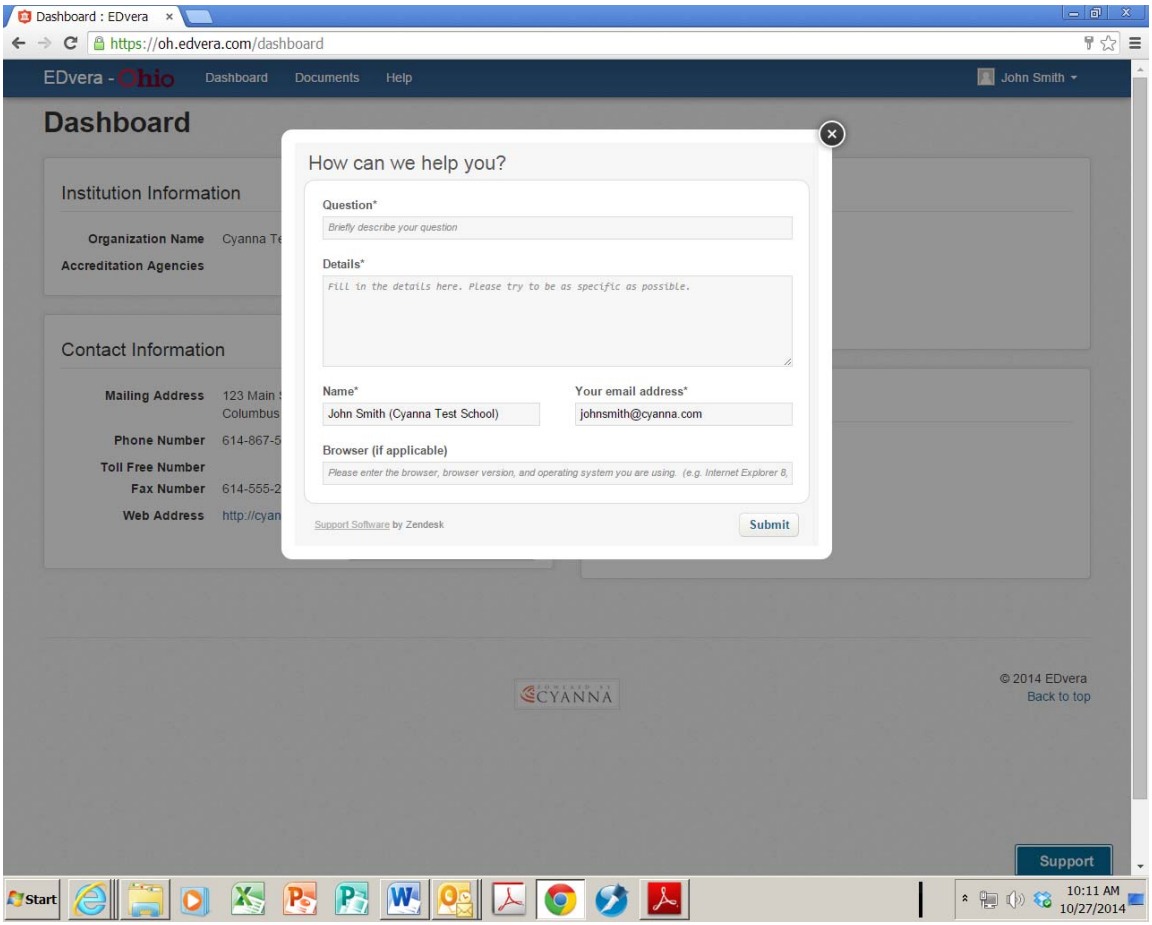
1. Go to https://oh.edvera.com
2. Login Screen (See picture below)
   a. Enter your email address and password (If you previously completed the online Ohio annual report, this would be the same email address and password)
   b. If you have forgotten your password click on the "Reset Password" link to reset your password
   c. If you need to create a new account, click on the "Request Account" tab and the process to create a user account will begin [Note it generally takes one (1) business day to create a new account due to security reasons and the need to verify the new user].
3. After you have successfully logged in you should be directed to the main dashboard screen for your school.
4. If you have log-in problems or questions please contact Laura Essman at laura.essman@scr.state.oh.us or 614-466-7833.



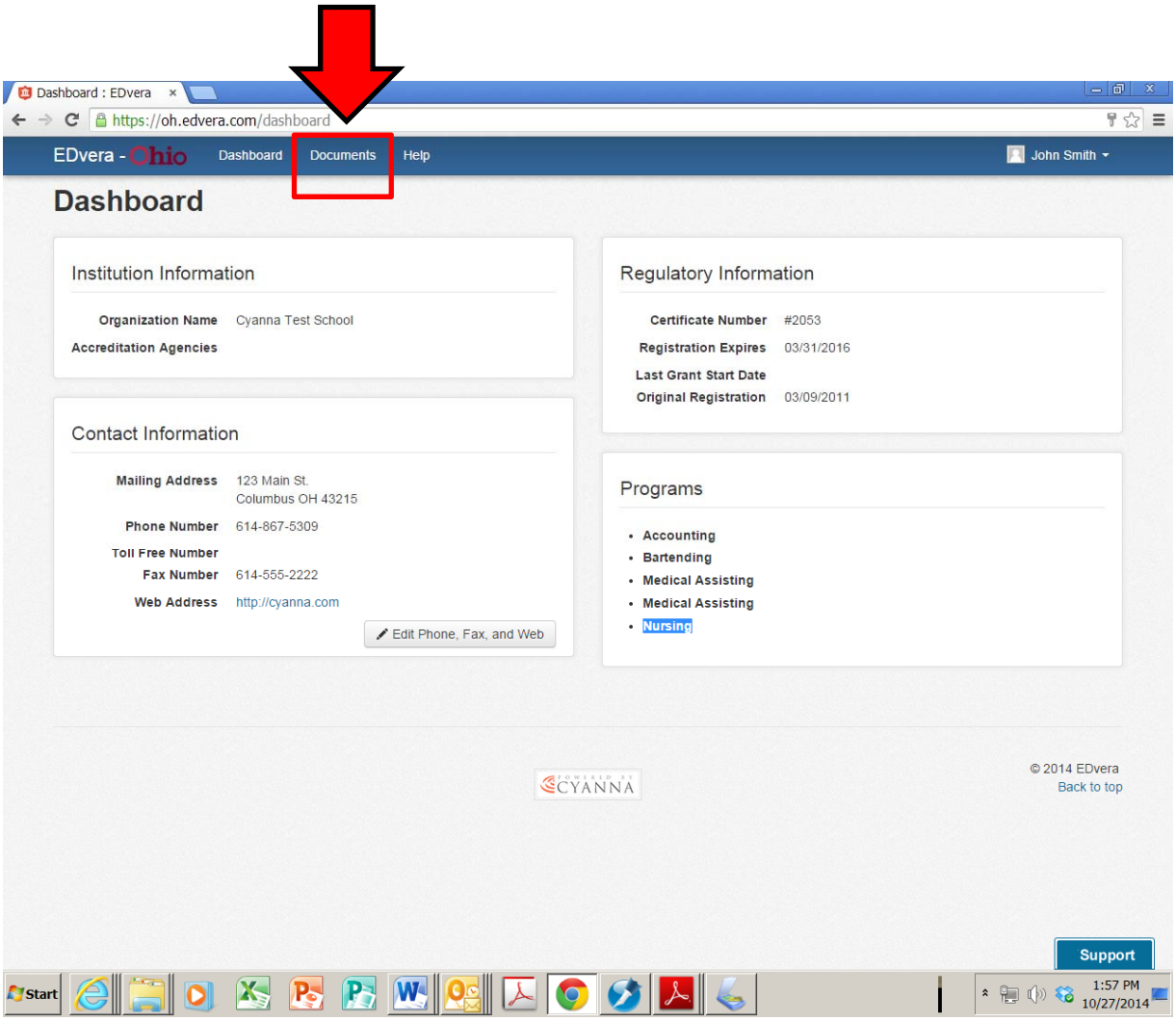
Main Dashboard Screen: This main dashboard screen contains general directory information about your school. Note that some information may be missing and/or incorrect and will be corrected during the data verification process. When you have technical problems with the system you can click on the "Support" tab that appears at the bottom of each page. When you click on support you will see the system support screen (see next page).



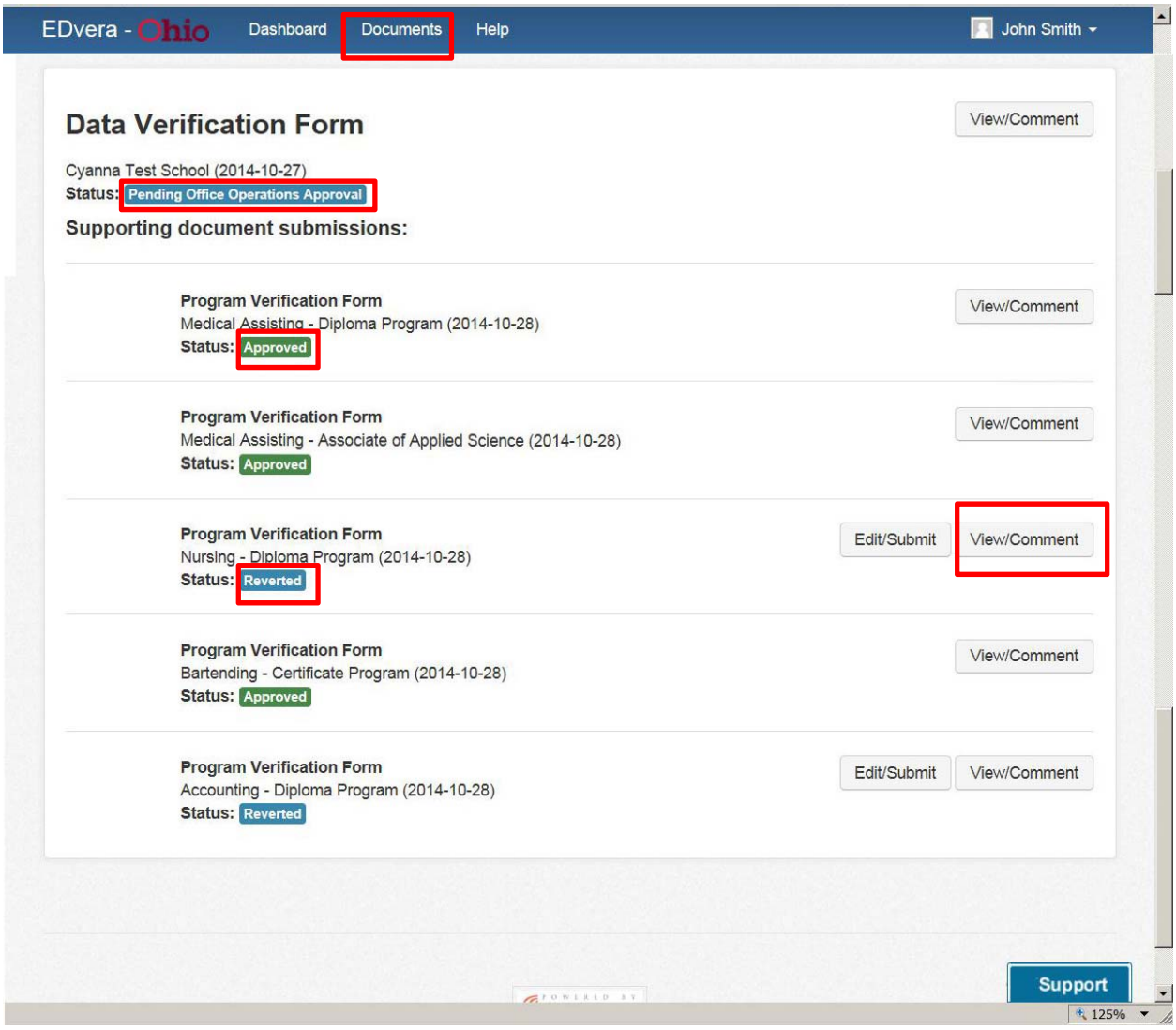
System Support Screen: Please fill in the requested information and you will be contacted via email to resolve your support issue.



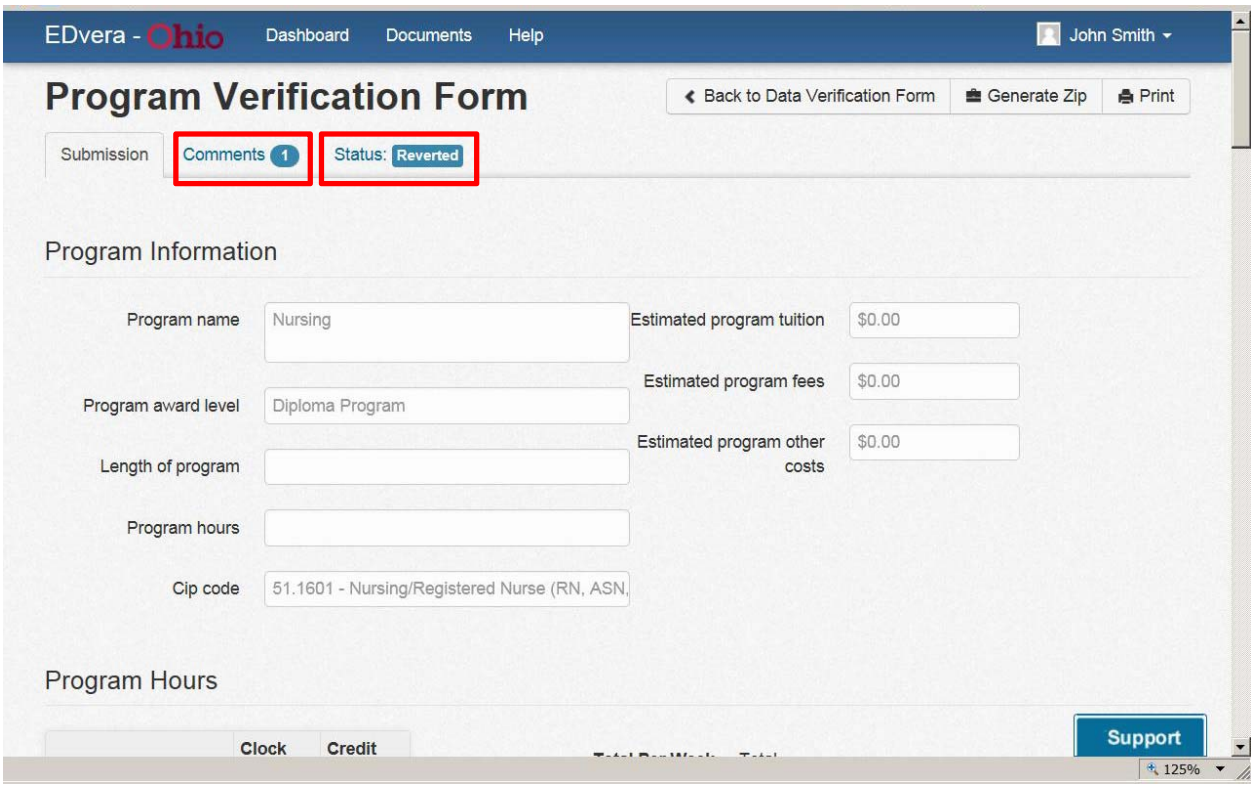
Documents Tab: The first step in correcting a reverted document is the click on the "Documents" tab.



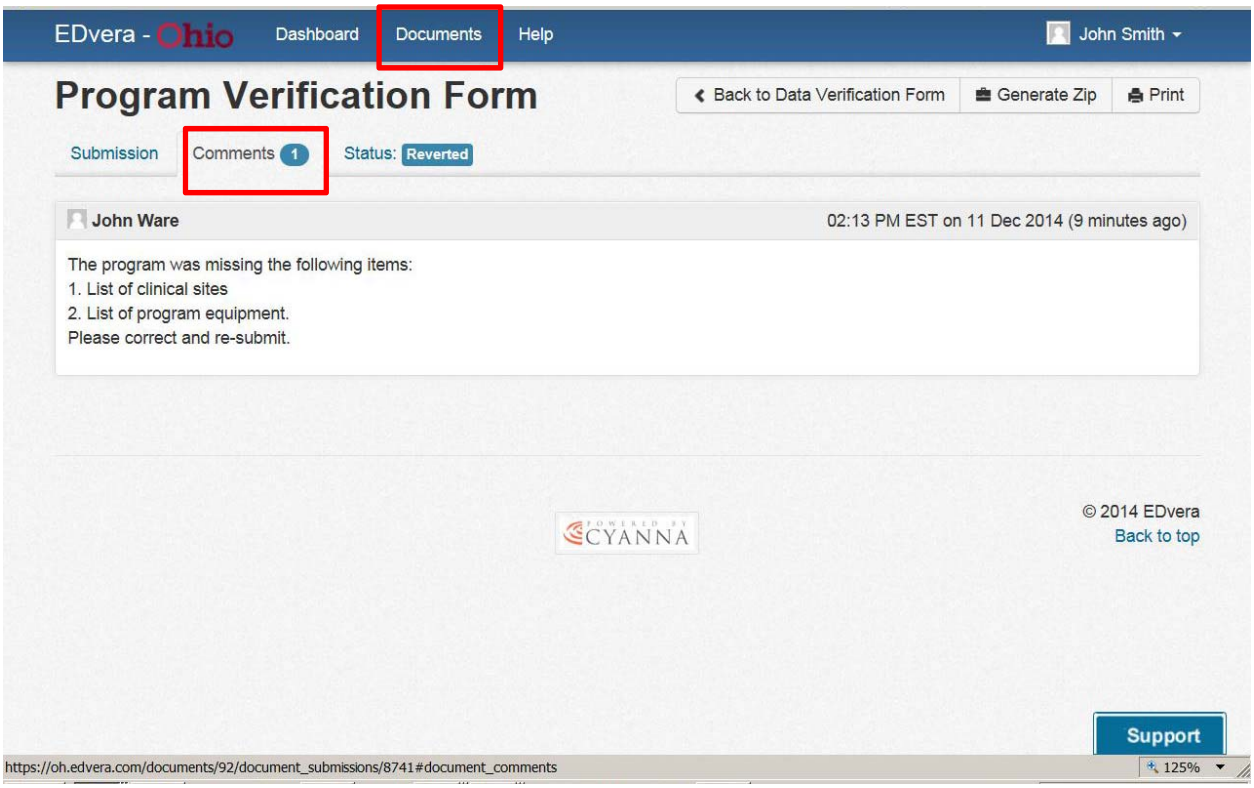
Reviewing and Correcting Reverted Documents: Under the Documents section the user will be able to review documents that are in progress. In the example below, the Data Verification Form is still "Pending Office Operations Approval" but the status of the Program Verification Forms has changed. Three of the Program Verification Forms have been "Approved" and two of the forms have been "Reverted". The user will need to correct the reverted forms. To make corrections, the user should click on the "View/Comment" button. In this example, the user will click on the "View/Comment" button for the Nursing program. [Note that while this example focuses on the reverted Program Verification forms the same steps would apply to correcting other reverted documents]



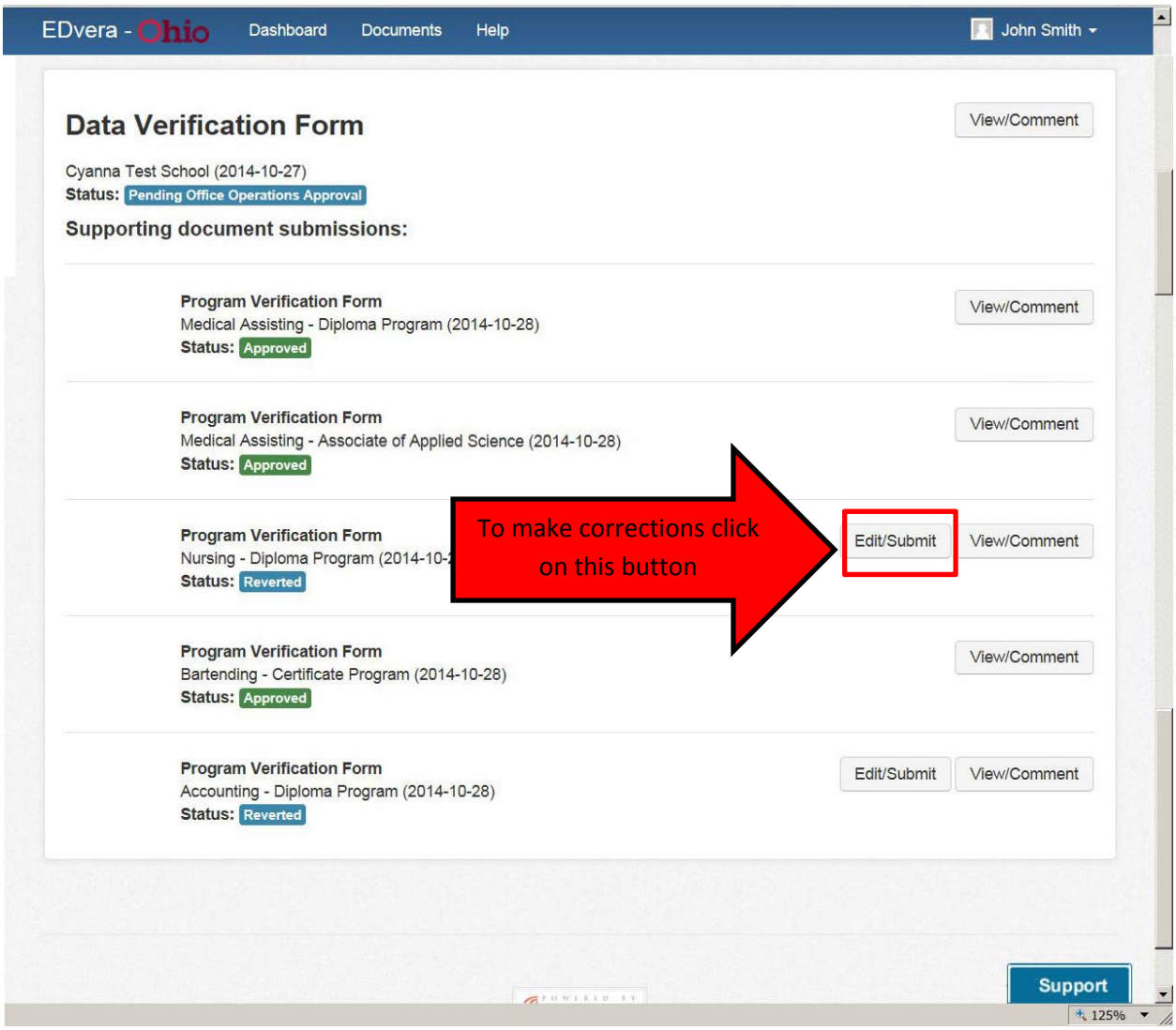
Reviewing and Correcting Reverted Documents (Continued): When the user clicks on the "View Comment" button they will be returned to the Program Verification Form. There are three tabs at the top of the form: "Submission", "Comments" and "Status". In the example below the user is currently looking at the "Submission" section which shows the information that has been submitted. [Note: No edits to the submission can be done in this section. The user must return to the previous page and select "Edit'/Submit" to edit the information.] In the "Comments" there is a "1" indicating that a comment has been made. To read the comment click on the "Comments" tab.



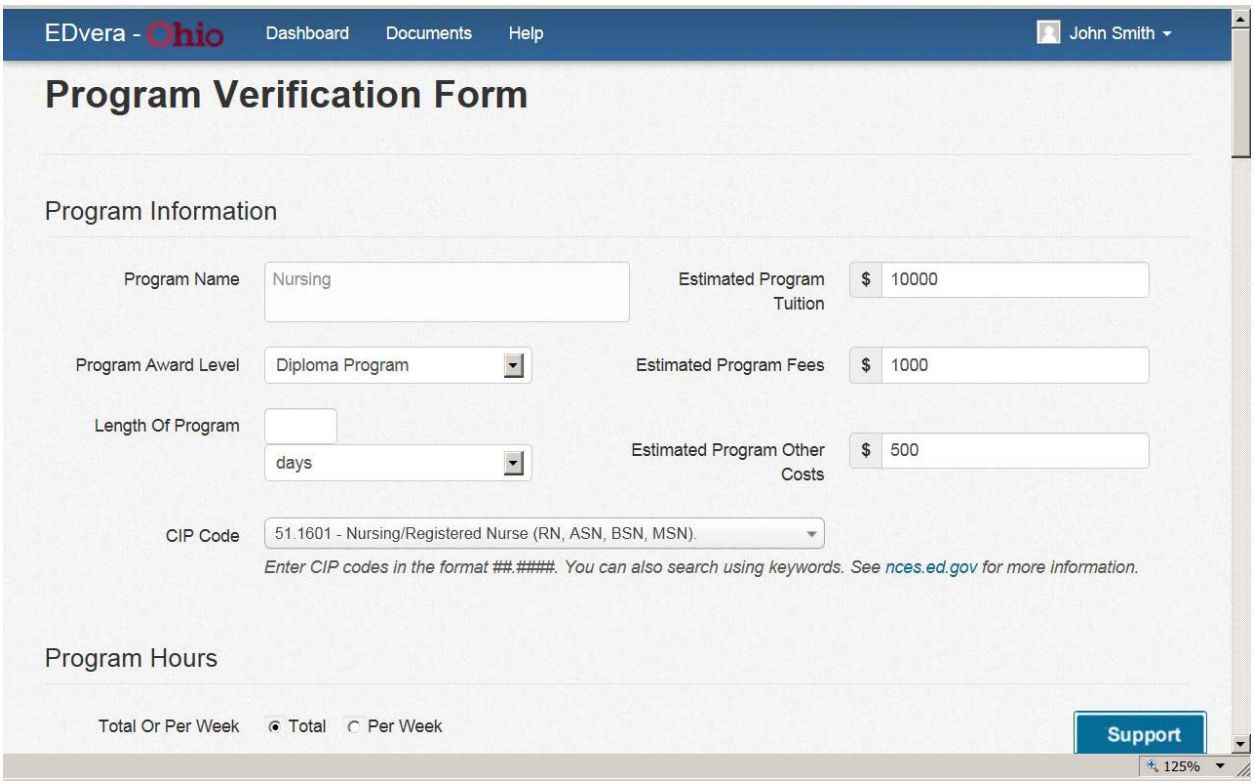
Reviewing and Correcting Reverted Documents (Continued): When the user clicked the "Comments" tab they are brought to this page that shows the comment that was made. The comment below instructs the user as to what corrections need to be made to this Nursing Program Verification Form. In order to make the corrections the user will need to return to the "Documents" section.



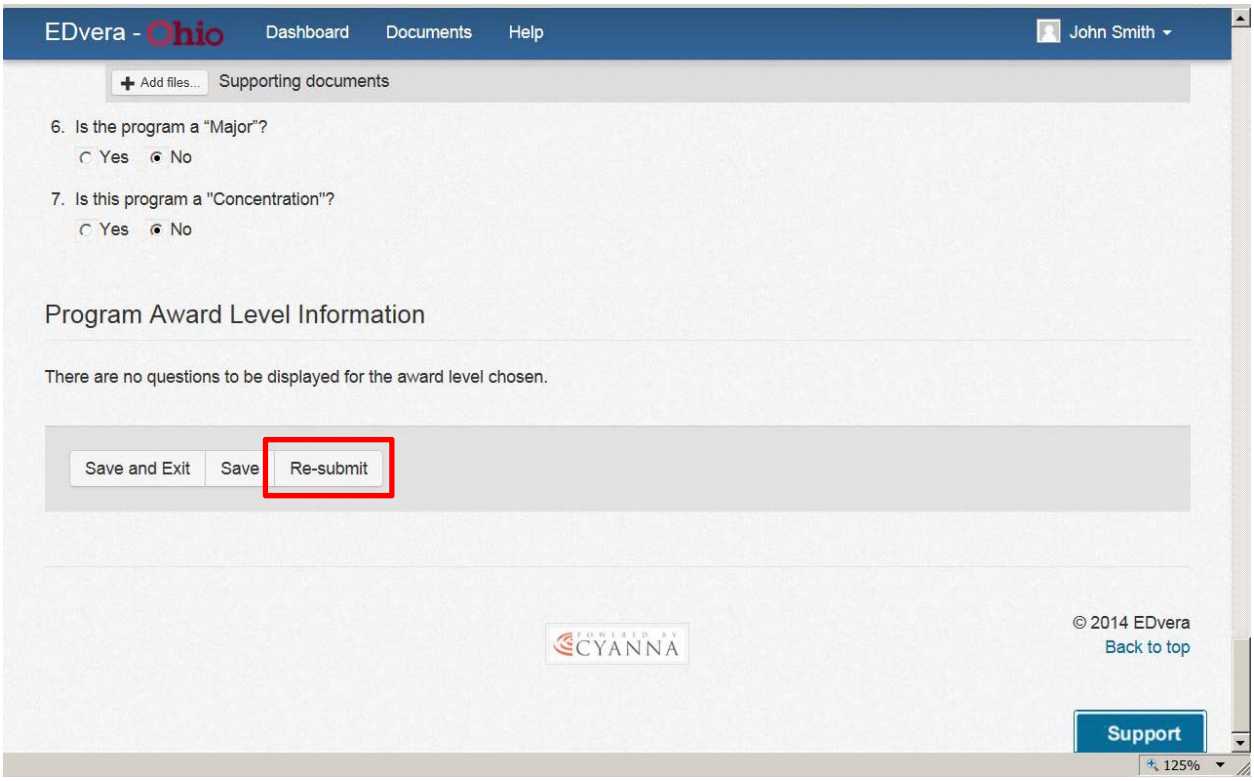
Reviewing and Correcting Reverted Documents (Continued): To make corrections to any of the forms the user needs to click on the "Edit/Submit" button next to the form. Note that only forms the need corrections have an "Edit/Submit" button. In the example below, the user will click on "Edit/Submit" to make corrections to the Nursing Program Verification Form.



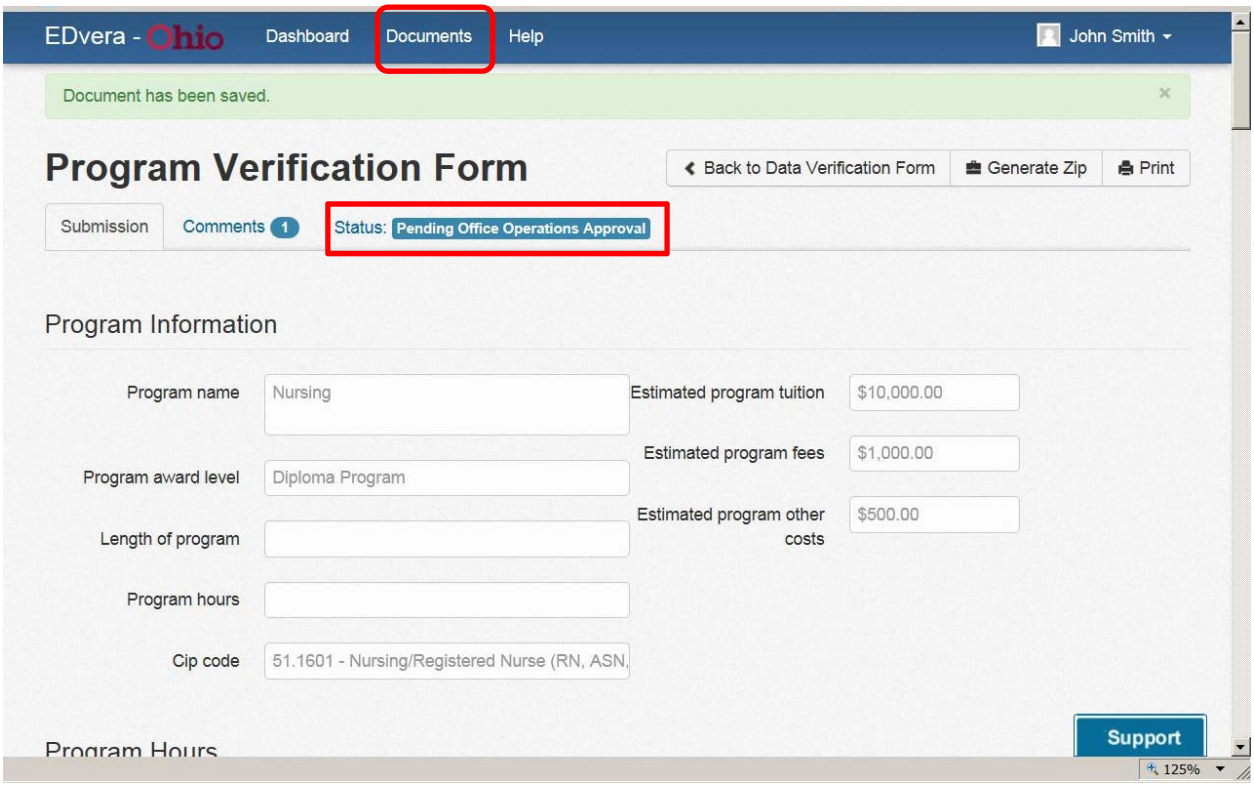
Reviewing and Correcting Reverted Documents (Continued): When the user clicked on "Edit/Submit" for the Nursing program they are brought back to the Program Verification form for the Nursing Program which can now be edited or corrected based upon the comments that the user previously viewed.



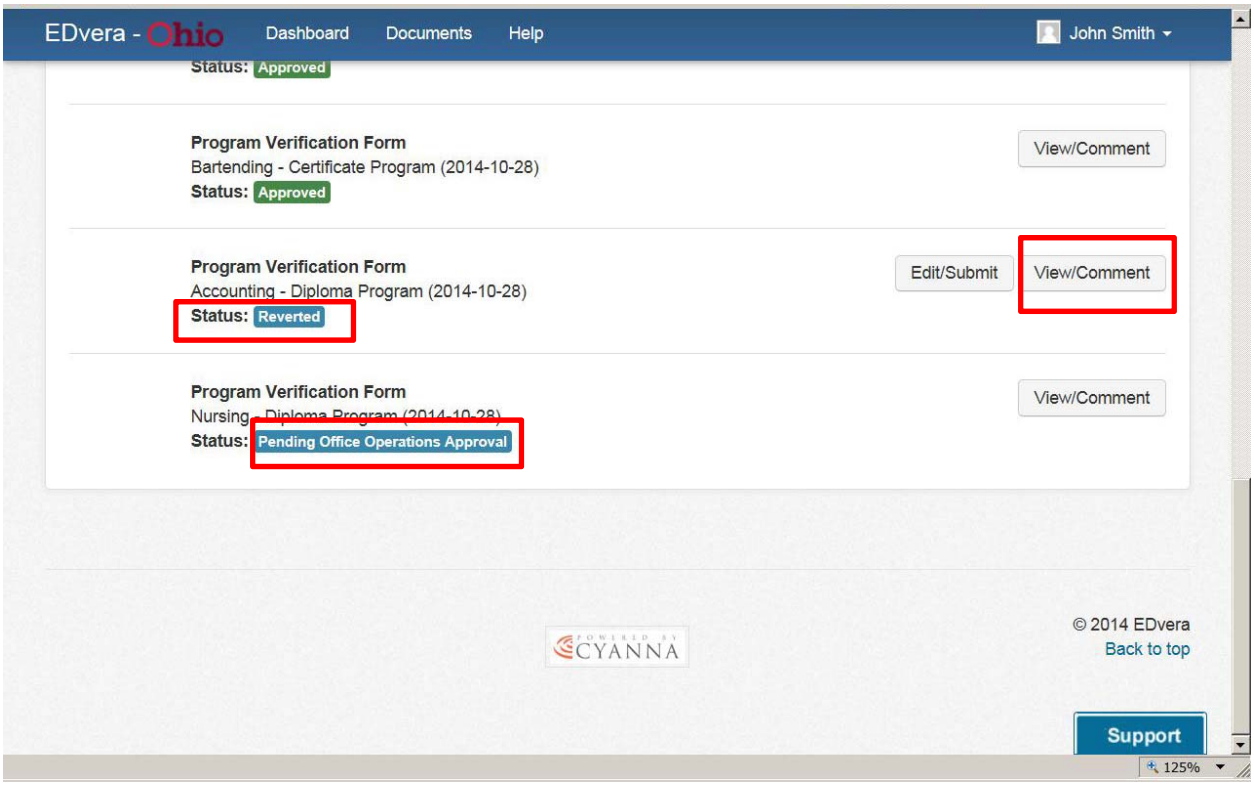
Reviewing and Correcting Reverted Documents (Continued): Once the user has made the necessary corrections, the user should scroll to the bottom of the page and click on "Re-Submit". [The user can also click on "Save" or "Save and Exit" if they are not ready to re-submit.]



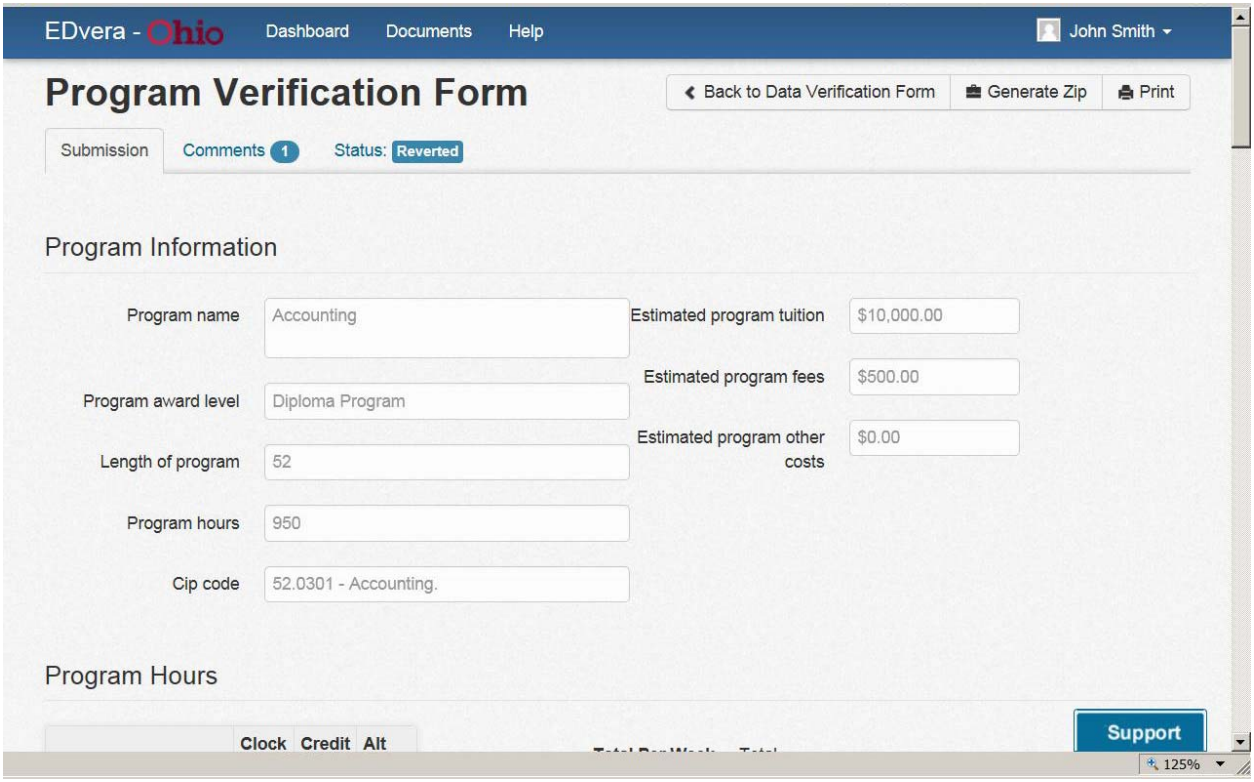
Reviewing and Correcting Reverted Documents (Continued): When the user clicked on "Re-Submit" they are taken back to the page below that shows that the Nursing Program Verification Form is now "Pending Office Operations Approval" again. The user can return to correct the remaining documents by clicking on the "Documents" tab at the top of the page.



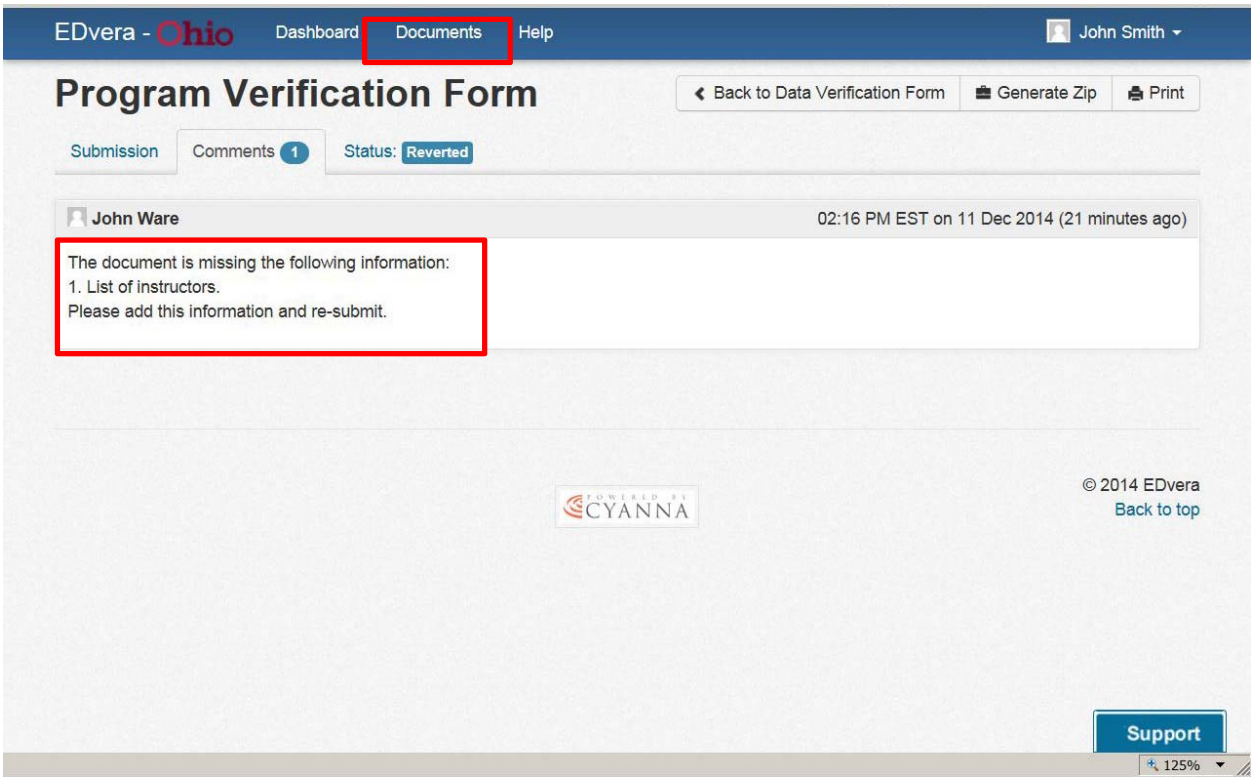
Reviewing and Correcting Reverted Documents (Continued): When the user returns to the documents section, the user will now see the Nursing Program Verification Form is "Pending Office Operations Approval" again. The Nursing Program Verification Form will be reviewed again by SBCCS staff. If additional corrections are needed, the form will be reverted to the user again. If no additional corrections are necessary, the form will be approved. In the example below, the user will continue the process of making corrections by clicking on "View/Comment" to view the comments related to the Accounting Program Verification Form which was also reverted.



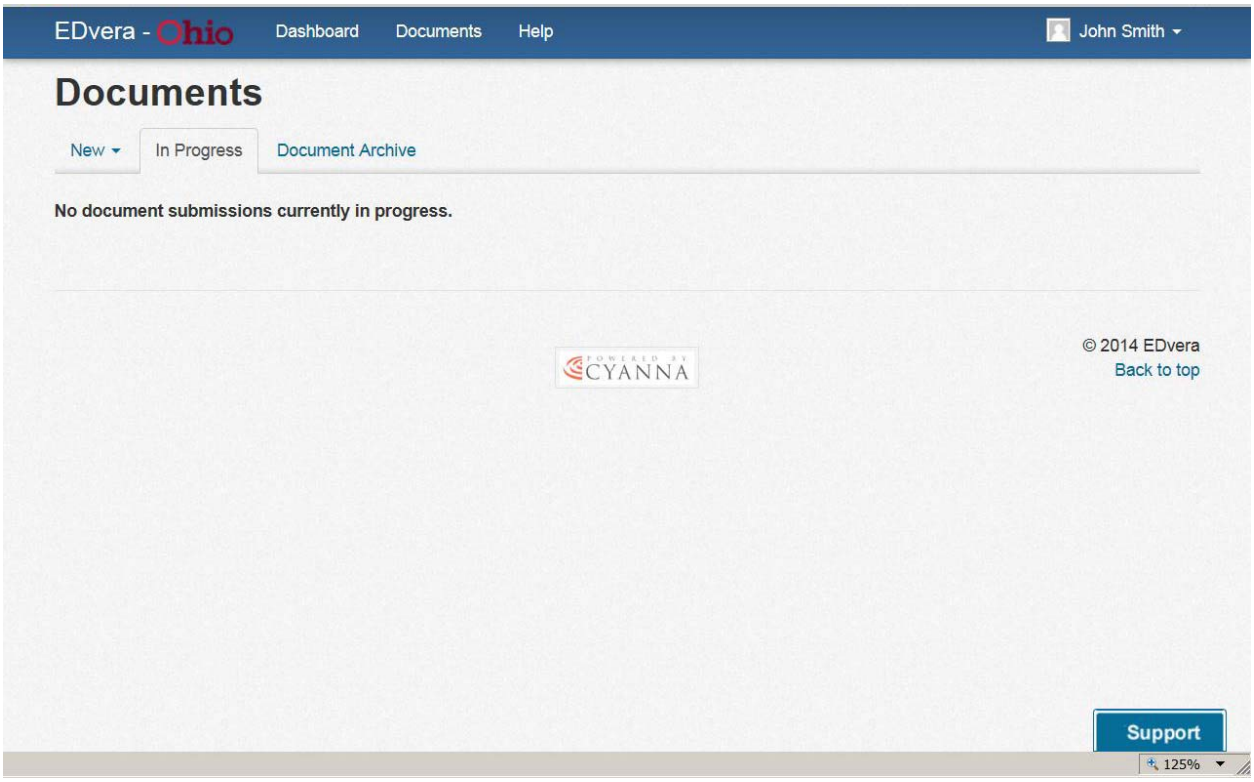
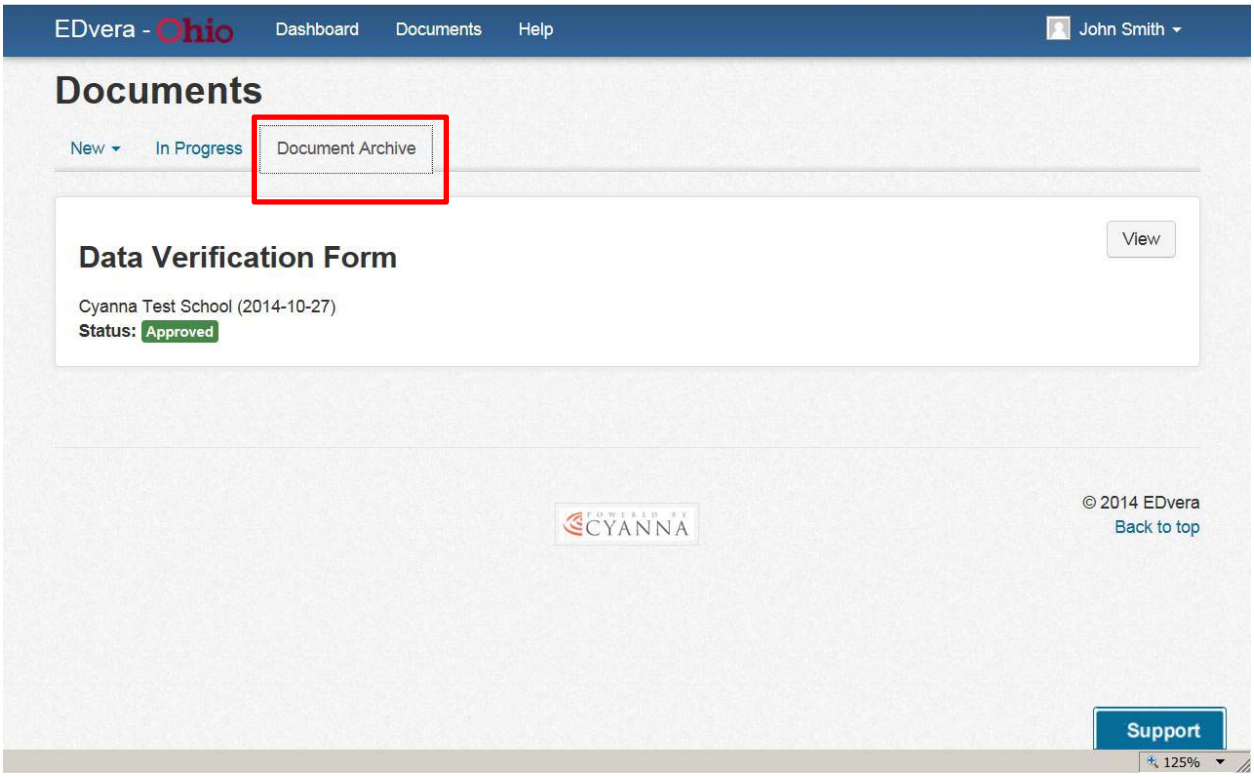
Reviewing and Correcting Reverted Documents (Continued): When the user clicked on the "View Comment" button they were returned to the Accounting Program Verification Form. There are three tabs at the top of the form: "Submission", "Comments" and "Status". In the example below the user is currently looking at the "Submission" section which shows the information that has been submitted. [Note: No edits to the submission can be done in this section. The user must return to the previous page and select "Edit'/Submit" to edit the information.] In the "Comments" there is a "1" indicating that a comment has been made. To read the comment click on the "Comments" tab.



Reviewing and Correcting Reverted Documents (Continued): When the user clicked the "Comments" tab they are brought to this page that shows the comment that was made. The comment below instructs the user as to what corrections need to be made to this Accounting Program Verification Form. In order to make the corrections the user will need to return to the "Documents" section. The user will then proceed to make the necessary corrections to the Accounting Program Verification Form and re-submit the form for review.



Document Submission: Final Steps: Once the user has made all the necessary corrections and all the Document has been approved by the SBCCS staff, the process is now complete and the user will see the information on the page below under the "In Progress" tab of the Documents section.



Document Submission: Final Steps: If the user wants to review the submitted documents, the forms can be viewed under the "Document Archive" tab in the Documents section. In the example below the user can see that the Data Verification Form has been approved.