



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT

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**PowerSchool Special Programs  
(TIENET)  
User Manual**

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**SCHOOL YEAR  
ROLLOVER PROCESS**

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## 4 SCHOOL YEAR ROLLOVER PROCESS

### Chapter 1: Overview

This manual uses “PowerSchool Special Programs (TIENET) and “PS Special Programs” or “TIENET” interchangeably to refer to the application.

Certain tasks must be completed in your database before school resumes in the fall. LBL ESD and the vendor perform some tasks while your district is responsible to complete others.

- In mid-July, the vendor configures each database with the new school year dates. After this, LBL ESD runs an increment grade “rollover” process depending on the type of database configuration a district uses.
- Your district’s TIENET Administrator will also need to obtain staff lists, update staff Caseloads and Case Managers assignments as well as inactivate Student and Staff profiles. You may also need to update students’ building locations depending on your database configuration.

### PS Special Programs (TIENET) District Database Configuration

It’s important that you identify your district’s database configuration. The school rollover process varies slightly for different configurations. There are three possible PowerSchool Special Programs (TIENET) configurations:

- TIENET is a standalone application and is not connected to a student information system
- TIENET is connected to a non-LBL WebSIS student information system  
**Note:** This includes districts using the PowerSchool API connection.
- TIENET is connected to the LBL WebSIS student information system

### TIENET as a Standalone Application

- If your district uses **TIENET as a standalone application**, you do **NOT** increment grade levels. In mid-July, after the database rollover, LBL ESD increments each student’s grade level except 12<sup>th</sup> graders.
- You will need to manually update student building locations using the TIENET Utility Tool. Building location updates are made for the Attending School and Resident School fields. This can be done before or after the vendor increments grade levels.
- You will need to review a list of your SpEd 12<sup>th</sup> graders from the current year and determine which student records need to be inactivated. Refer to “Inactivate Student Profiles” in Chapter 2, item 12 for instructions.

### Non-LBL WebSIS Student Information System with TIENET

- If your district uses a **non-LBL WebSIS student information system connected to PS Special Programs (TIENET)**, you do not need to update student records in TIENET. When students are enrolled in the fall, their enrollment information will update their existing TIENET records. For example, if a 6<sup>th</sup> grader moves into the

7<sup>th</sup> grade and changes from an elementary school to a middle school in your district, the new enrollment information will update TIENET.

- If your district needs to create an IEP prior to the student record being updated in the fall, you can manually update the Demographics/Enrollment profile with the correct grade and school information. The IEP Demographics section will populate from the profile information.

## LBL WebSIS Student Information System with TIENET

- If your district uses the **LBL WebSIS student information system connected to PS Special Programs (TIENET)**, TIENET uses a student's LBL WebSIS Next Planning Record during the summer months. This causes TIENET to display the attending school and grade projected for the new school year. After a student attends the first day of school, TIENET will use the student's Enrollment record and not the Planning Record.

## TIENET Utility Tool

The TIENET Utility Tool provides a way to select a group of students and make a change to each student in the group. Several school rollover tasks use the Utility Tool (ex. change school building locations or assign new Case Managers). It can also be used to inactivate a group of students. The TIENET Utility Tool manual is available in the [System Administrators Documentation] topic at:

<https://www.lblesd.k12.or.us/information-systems/tienet/documentation/>

If prompted for a user id and password, contact the Help Desk at 877-967-7733.

## Availability of Records during Summer Vacation

Student records are available in PowerSchool Special Programs (TIENET) during the school year and summer months.

- If your district uses TIENET as a standalone application, student records will reflect the data you have entered in TIENET. The vendor will increment grade levels during the school year rollover process. Remember that your district will be responsible to enter building changes.
- If your district uses a non-LBL WebSIS student information system, check with your district office for how that system handles end-of-year processing. This will determine when TIENET records will be updated.
- If your district uses the LBL WebSIS student information system), during the summer months TIENET will use the LBL WebSIS Next Planning Record to display grade levels and school buildings. After fall enrollment, the LBL WebSIS Enrollment record is used to update TIENET records.

## Where to go for Help

PowerSchool Special Programs (TIENET) System Administrators can use Web Help Desk (<https://swhelpdesk.lblesd.k12.or.us>) to submit questions or contact the LBL TIENET Help Desk toll-free at 877-967-7733.

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**Chapter 2: School Year Rollover Process Checklist**

This chapter provides a detailed explanation of each rollover task. Table 1-1 lists tasks in approximate sequential order.

Item	Who is Responsible	Description	Status
1	District	Complete submission of Child Find and June Exit Collection reports to ODE.	<input type="checkbox"/>
2	District	Check that you have archive copies of the current year Child Find and June Exit Collection data (TIENET download files, ODE IDEA Data Manager Backup files and ODE IDEA Data Manager Submission files).	<input type="checkbox"/>
3	District	Verify that IEPs are set to correct Status (Final, Review, Draft). Check that completed document packets have been set to Final status.	<input type="checkbox"/>
4	LBL ESD	Set district database to next school year and set First Day of School and Last Day of School dates. This generally is scheduled for mid-July.	<input type="checkbox"/>
5	LBL ESD	<p>LBL ESD will increment student grade levels <b>in your district database if you use TIENET as a standalone application.</b></p> <p>TIENET databases connected to a <b>non-LBL WebSIS</b> student information system will rely on their student information system for incremented grade levels in the fall when students are enrolled.</p> <p>TIENET databases connected to the <b>LBL WebSIS</b> student information system will see incremented grades prior to fall enrollment. TIENET uses a student's LBL WebSIS Next Planning record during the summer months prior to actual fall enrollment.</p>	<input type="checkbox"/>
6	LBL ESD	Notify TIENET district contacts when database rollover is completed.	<input type="checkbox"/>
7	District	If your district uses <b>TIENET as a standalone application</b> your district will manually update student <b>building locations</b> using the TIENET Utility Tool. This can be done prior to or after the database rollover. <b>DO NOT CHANGE</b> any student grade levels.	<input type="checkbox"/>
8	District	Update Staff information (Position, Work Telephone Number, WorksAt Locations) for returning employees. <b>Note: Do not inactivate staff profiles until AFTER you have updated staff <u>Caseloads</u> and made Case Manager re-assignments.</b>	<input type="checkbox"/>
9	District	Update Staff Caseload information.	<input type="checkbox"/>
10	District	Update Case Manager assignments.	<input type="checkbox"/>

11	<b>District</b>	Inactivate staff profiles for staff who are no longer employed in your district. <b>Note: Do not inactivate staff profiles until AFTER you have updated staff Caseloads and made Case Manager re-assignments.</b>	<input type="checkbox"/>
12	<b>District</b>	Inactivate student profiles.	<input type="checkbox"/>
13	<b>District</b>	Identify and update records for ECSE students entered during spring of prior year.	<input type="checkbox"/>
14	<b>District</b>	Add and/or update Location profiles for school locations.	<input type="checkbox"/>
15	<b>District</b>	Inform the TIENET Help Desk (877-967-7733) of any TIENET System Administrator or Special Education Director contact changes for the new school year.	<input type="checkbox"/>
16	<b>District</b>	Contact the TIENET Help Desk (877-967-7733) if your district intends to request August/September district training.	<input type="checkbox"/>
17	<b>District</b>	If your TIENET database is connected to a SIS system, perform cleanup of regular education students in TIENET (ex. graduated, moved ...).	<input type="checkbox"/>

Table 1-1

### 1. [DISTRICT] Complete Submission of Child Find and June Exit Collection Reports

Your district submits the Child Find report and June Exit Collection report to ODE in June. This process should be completed before starting any end-of-year tasks.

### 2. [DISTRICT] Archive Child Find and June Exit Collection Report Data

It's highly recommended that your district archive copies of Child Find and June Exit Collection data submitted to ODE. A best practice is to create an archive folder for each school year for each data collection. Clearly label your archive files by including the type of file and date created. An organized archive enables your district to easily retrieve prior submitted data.

### Recommended Files to Archive

#### Child Find

TIENET Child Find **downloaded report** that was imported into the ODE IDEA Data Manager.

- ODE IDEA Data Manager **Backup File**
- ODE IDEA Data Manager **Tab Delimited File**
- ODE IDEA Data Manager **ODE Submission File**
- ODE District Web Site **Production Download File**

#### June Exit Collection

- TIENET June Exit Collection **downloaded report** that was imported into the ODE IDEA Data Manager.
- ODE IDEA Data Manager **Backup File**

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- ODE IDEA Data Manager **Tab Delimited File**
- ODE IDEA Data Manager **ODE Submission File**
- ODE District Web Site **Production Download File**

**Note:** The ODE IDEA Data Manager Backup file can be uploaded into the ODE IDEA Data Manager. The TAB Delimited file and ODE Submission file can be opened in Excel.

### 3. [DISTRICT] Verify that IEPs are set to Correct Status

IEP documents reference grade levels and buildings. It's important to verify that all IEPs are in the correct status before the rollover process which will increment grade levels. IEPs in Draft or Review status will update the student's grade. Similarly, school building changes that occur in the fall via a student information system or performed manually will update IEPs in Draft or Review status.

Use the Document Status Reports > **Oregon IEP Doc Status** report to view IEP status. If an IEP meeting has been held and special education services initiated, the IEP should be set to Final status.

Other completed document packets should be set to Final status. If left in Draft or Review status, fields such as grade, school fields, or age may be updated when the databases are rolled to the new school year.

**Note:** Using the "admin" account, it's possible to set multiple document packets of the same type to Final status. If you wish to use this option, please contact the TIENET Help Desk for more information.

### 4. [VENDOR] Set District Databases to Next School Year and set School Year Start and End Dates

In mid-July, the vendor increments PowerSchool Special Programs (TIENET) databases to the new school year. Document packets created after the rollover process will be listed in the new school year in a student's table of documents.

The vendor sets the "First Day Of School" and "Last Day Of School" dates. The Start of School date will **always** be 7/1/20xx and the Last Day of School 06/30/20yy. These dates should **not** be changed by districts.

### 5. [LBL ESD] Increment Student Grade Levels for Standalone Databases

In mid-July, LBL ESD increments grade levels **only** in PS Special Programs (TIENET) standalone databases. If your TIENET is connected to a student information system, grade levels and building changes are handled by your student information system.

### 6. [LBL ESD] Notify Districts When School Year Rollover is Complete

LBL ESD will notify districts when the vendor has completed the TIENET database rollover and LBL ESD has finished incremented grade levels in standalone configurations.

**To check your database school year:**

1. Log into TIENET using you 'admin' account.
2. Select **Administration>Configuration**.



### 3. View the School Year Settings.

If your database has been updated, the setting will display the current school year.

A generic format is:

**Current School Year:** 20XX-YY

**Data Storage Range:** 2000-01 through 20XX-YY.

**Allowable Years for New Documents:** Range: 20XX-YY

Default Year: 20XX-YY

## 7. [DISTRICT] Standalone Database: Update Student Building Locations

If your district uses PowerSchool Special Programs (TIENET) as a **standalone application**, you must identify students who are moving from one **school building** to another and update the students' Demographics/Enrollment profile with school changes. For example, the resident school and attending school for 6th graders who attended an elementary school might need to be changed to a junior high school in your district.

The TIENET Utility Tool can be used to change the school building for a group of selected students. Refer to the "Using the TIENET Utility Tool" manual for instructions.

**Note:** Do **NOT** change student grade levels – only update building locations. Grade levels are incremented by the LBL ESD for standalone TIENET databases.

## 8. [DISTRICT] Update Staff Information

Staff information should be reviewed annually.

- Identify new staff
- Create Staff profiles and assign to a security group(s)  
**Note:** Temporary passwords typically expire in 30 days. If a new user will not log in during the summer months, don't activate their account and set a temporary password. Wait until staff return from summer vacation. Then, activate new users and assign their temporary passwords.
- Update existing Staff profiles (ex. Name, Position, Work Telephone Number, Work Email Address, WorksAt and Alternate Works At locations or Medicaid Information)
- Inactivate Staff profiles (see item 11)  
**Note:** Do not inactivate Staff profiles until you've updated staff Caseload (Step 9) and completed Case Manager assignments (Step 10) for the new school year.

## 9. [DISTRICT] Update Staff Caseload Profiles

Students manually added to a user's Caseload profile show on the user's home page list. The Caseload profile **ONLY** lists students that have been manually assigned using the Add to Caseload feature.

Some districts assign all students manually to staff Caseload profiles. Other districts only assign those students for whom the staff member is **not** their Case Manager.

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### **To view a staff member's Caseload profile:**

1. Select **Search>Staff**.
2. Search for the staff member and open their Staff profile.
3. Select Caseload from the fly-out menu.

This lists all **manually assigned** students for the staff member. If you intend to reassign the students to a different staff member, use [Print] to obtain a hardcopy list of the students.

4. After printing the staff member's Caseload, you can:

- Use [Setup]>"Transfer to Other Caseload" to move selected students to another user's Caseload profile.


OR

- Use [Setup]>"Delete From Caseload" to delete selected students from the Caseload profile.

OR


- Use [Setup]>"Transfer to Other Caseload" to copy selected students to another user's Caseload profile.

### **To move student's to another user's Caseload profile:**

1. Select **Search>Staff**.
2. Search for the staff member whose Caseload you want to move.
3. Click  to open their Staff profile.
4. Select Caseload from the fly-out menu.
5. Click **[Setup]>Transfer to Other Caseload**.
6. In the Target Staff field, select the user you want to move the students to.
7. Checkmark the  box to select all students or checkmark specific students.
8. Click **[Transfer Checked Items]**.
9. Click **[OK]** to confirm.


The student(s) will be removed from the user's Caseload and added to the selected staff member whose Caseload which will be displayed.

### **To delete students from a user's Caseload profile:**

1. Select **Search>Staff**.
2. Search for the staff member whose Caseload you want to update.
3. Click  to open their Staff profile.
4. Select Caseload from the fly-out menu.
5. Click **[Setup]>Delete From Caseload**.
6. Checkmark the  box to select all students or checkmark specific students.
7. Click **[Delete Checked Items]**.

**To copy students from a user's Caseload profile:**

If two users (ex. SLP and SLPA) both need to the same set of students, you can copy one user's Caseload profile list to another user.

1. Select **Search>Staff**.
2. Search for the staff member whose Caseload you want to move.
3. Click  to open their Staff profile.
4. Select Caseload from the fly-out menu.
5. Click **[Setup]>Transfer to Other Caseload**.
6. Checkmark the  box to select all students or checkmark specific students.
7. Click **[Copy Checked Items]**.

**10. [DISTRICT] Update Case Manager Assignments**

Students may have new Case Managers. You can use the TIENET Utility Tool to select a group of students and assign a new Case Manager. Refer to the "Using the TIENET Utility Tool" manual for instructions.

**11. [DISTRICT] Inactivate Staff Profiles**

Identify staff who no longer work in your district. You will remove their TIENET access and inactivate their Staff profile. However, before doing this, be sure to first complete item 9, "Update Staff Caseload Profiles" and item 10, "Update Case Manager Assignments".

1. Check the user's Caseload profile (remove or transfer students as needed).
2. If the user was a Case Manager, assign a new Case Manager to their students.
3. Change their login status to "Not-activated".
4. Remove them from any security group(s).
5. Inactivate their Staff profile.

**12. [DISTRICT] Inactivate Student Profiles**

A student's record can be "inactivated". You can inactivate Special Education students who have graduated, moved from your district, or dropped out. You may also want to inactivate students referred for special education who were not found eligible. Do not inactivate student records until you have completed your Child Find and June Exit Collection reports.

"Inactivated" records do not display on users' home page lists. TIENET reports exclude inactivated records. Student profiles and documents can be viewed but not modified. If an "inactivated" student record is not reactivated within eight years, the record is purged from your database.

**Note:** If TIENET is connected to a SIS system, do not **exit** a student and **inactivate** their profile on the same day. If the student is inactivated, the student's record will not be updated with exit information in the SIS system in the nightly upload. If you exit a student, wait until the next day to inactivate their profile.

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### Using the TIENET Utility Tool to Deactivate a Group of Students


You can inactivate individual student profiles or use the TIENET Utility Tool to inactivate a group of students. Refer to the "Using the TIENET Utility Tool" manual for instructions.

### Using Reports to Identify Students to Deactivate


You can use reports to identify students you might want to deactivate:

- **SpEd Graduated Students**  
Use the **Exited from SpEd Reports>Students by Graduation Exit Code** report to view a list of students who have exited from special education with a graduation exit reason. You could also use the "June Exit Collection for Current School Year" report.
- **SpEd Students Who Have Left Your District**  
Use the **Exited from SpEd Reports>Students Exited from SpEd** report to identify students that have moved from your district or dropped out. Refer to the "Sp Ed Exit Reason" column of the report. You could also use the "June Exit Collection for Current School Year" report.
- **Students Reported in Child Find (Ineligible only)**  
Use the **State Child Find Reports>Child Find Report for Current School Year** report to list students reported in the Child Find. Only inactivate a record if the student was not found eligible for special education services AND your district has submitted its final ODE Child Find report.

#### **To inactivate a student record directly from the report:**


1. Run the report.
2. Click the  icon of the student you want to inactivate.
3. Select **[More...]>Deactivate Profile**.
4. Click **[Deactivate Student]**.
5. Click **[OK]** to confirm.
6. Click **"Report"** to return to the report listing.

#### **To inactivate a student record using search:**

1. Select **Search>Students** in the toolbar.
2. Use the Quick Search form to search for a student.
3. Click the  icon of the student you want to inactivate.
4. Select **[More...]>Deactivate Profile**.
5. Click **[Deactivate Student]**.
6. Click **[OK]** to confirm.

#### **To reactivate an inactivated student record:**

Inactivated records are retained in the database for eight years and then deleted. You may reactivate a record within the eight years. After reactivating a record, remember to update the Case Manager field on the Special Education profile. Also, check the Census Data profile fields.

1. Select **Search>Students**.
2. Use the Quick Search form and checkmark the “Include Inactive Student Profiles” checkbox.
3. Click the  icon of the student you want to reactivate.
4. On the Demographics/Enrollment profile, click [**Reactivate**].
5. Click [**Reactivate Student**].
6. Update the student's profiles as needed.

### 13. [DISTRICT] Identify / update ECSE students (entered in spring of the prior year)

Your district may have entered ECSE students in the spring to begin transition paperwork prior to their fall enrollment. Students may have been added to TIENET using a Next Year record in the LBL WebSIS system or entered manually in TIENET. At the start of the school year, you may need to update these TIENET records.

- If an ECSE student does not enroll in your district as expected, you should remove the ECSE student's Case Manager on the Special Education profile, remove staff from the student's Caseload profile, and deactivate the TIENET profile.
- If your district used an **LBL WebSIS Next Year record** to add an ECSE student, the student record will be automatically updated with the LBL WebSIS demographics information after the student's fall enrollment. You may need to update the student's Case Manager assignment.
- If you entered an **ECSE student manually** in TIENET using a “pseudo” District Student ID number, it's important that you get the student's actual District Student ID number and update the TIENET record. If you are using a student information system connected to TIENET, you will have two different records for the same student – your “pseudo” ID and your student information system's ID. If you do not address this promptly, staff may create paperwork on the new record while paperwork already exists on the initial “pseudo” ID record.

### Checking for ECSE Duplicates

Because grades will have been incremented by the start of the school year, ECSE students originally entered with grade “PK” will now be “KG”.

#### To find ECSE duplicates:

1. Use **Search>Students** to perform a grade level search.
2. Select **Grade>KG**.
3. Click [**Search**].

In the Search Results, identify students with a “pseudo” ID. This will be easy if you used a consistent numbering scheme for manually entered ECSE students.

#### To resolve ECSE duplicate records:

These steps are used to resolve instances where a “pseudo” District Student ID number has been assigned in TIENET (ex. ECSE students) – not for any set of duplicate records found during the school year.

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In TIENET, search for the student using only a few characters of the student's legal last and first name. After finding a duplicate ECSE record, follow these steps:

1. Write down the District Student ID number assigned by your SIS system.
2. Check that documents have not been created for the SIS District Student ID record.
3. Delete the student's SIS District Student ID profile in TIENET.
4. Select and edit the record with the "pseudo" District Student ID number by replacing the "pseudo" ID with the SIS assigned ID that you recorded.
5. Click [**Accept Changes**].

The next SIS to TIENET nightly upload will update the TIENET record with the current demographics from the SIS system.

### 14. [DISTRCT] Add and /or update Location Profiles

Location profiles identify schools, districts, and ESDs in your TIENET database. The ODE Institution ID file was initially uploaded to your database. LBL ESD does not reload this file to avoid overwriting possible changes.

- If your district opens a new school, you must create a new Location profile for the school. Check the ODE Institution ID web site for the correct name, State School ID and address.
- If your district closes a school, you should inactivate the Location profile. Do not delete a Location profile. The school may be referenced in a Draft or Review document packet. If the Location profile is deleted, the Attending School or Resident School field will be blank.

#### To create a new Location Profile


1. Log in as "admin".
2. Select **Search>Locations**.
3. Click [**Add New Location Profile**].

Location Profile Information

LBL School ID	
State School ID *	
District *	(ID) lookup
Name *	
Telephone Number *	
Address1	
Address2 *	
City	
State	oreg
Zip Code	

4. If your district uses LBL WebSIS connected to TIENET, obtain the LBL School ID from the LBL WebSIS system and enter it in the LBL School ID field. This field is optional if you do not use LBL WebSIS.
5. In the State School ID field enter the Institution ID from the ODE institution ID web site.
6. In the District field use the (ID) lookup link to select the district where the school is located.
7. In the Name field, enter the official name of the school (the Institution Name on the ODE institution ID web site)
8. Enter the school address and phone information.  
Some forms auto-populate a school's address or location phone number.
9. Click [**Accept Changes**].

**To inactivate a Location profile:**

1. Select **Search>Locations**.
2. Use the Quick Search form to select the location you want to inactivate.
3. Click the  icon.
4. Select [**More...**]>**Deactivate Profile**.
5. Click [**Deactivate Location**].
6. Click [**OK**] to confirm.

**15. [DISRTICT] Inform the Help Desk of System Administrator Changes**

Please alert the TIENET Help Desk (877-967-7733) if your TIENET System Administrator(s) change or their contact information changes. It's important for us to have current contact names, phone numbers and email addresses. Also, if you change your "admin" password, please provide the new password.

**16. [DISTRICT] Contact the Help Desk with District Training Requests**

LBL offers TIENET training sessions in August and September. If your district intends to request local district training, please contact the TIENET Help Desk (877-967-7733). Linda Percy will contact you to discuss your training needs and schedule.

**17. [DISTRICT] Contact the Help Desk for "clean-up" Session Requests**

If PS Special Programs (TIENET) is connected to a student information system, all enrolled students are available in TIENET. Regular education students that have graduated or moved should be removed from the database. The clean-up is done using reports and the Utility Tool. Contact the TIENET Help Desk at 877-967-7733 to schedule a clean-up session with Linda Perc





# NOTES

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