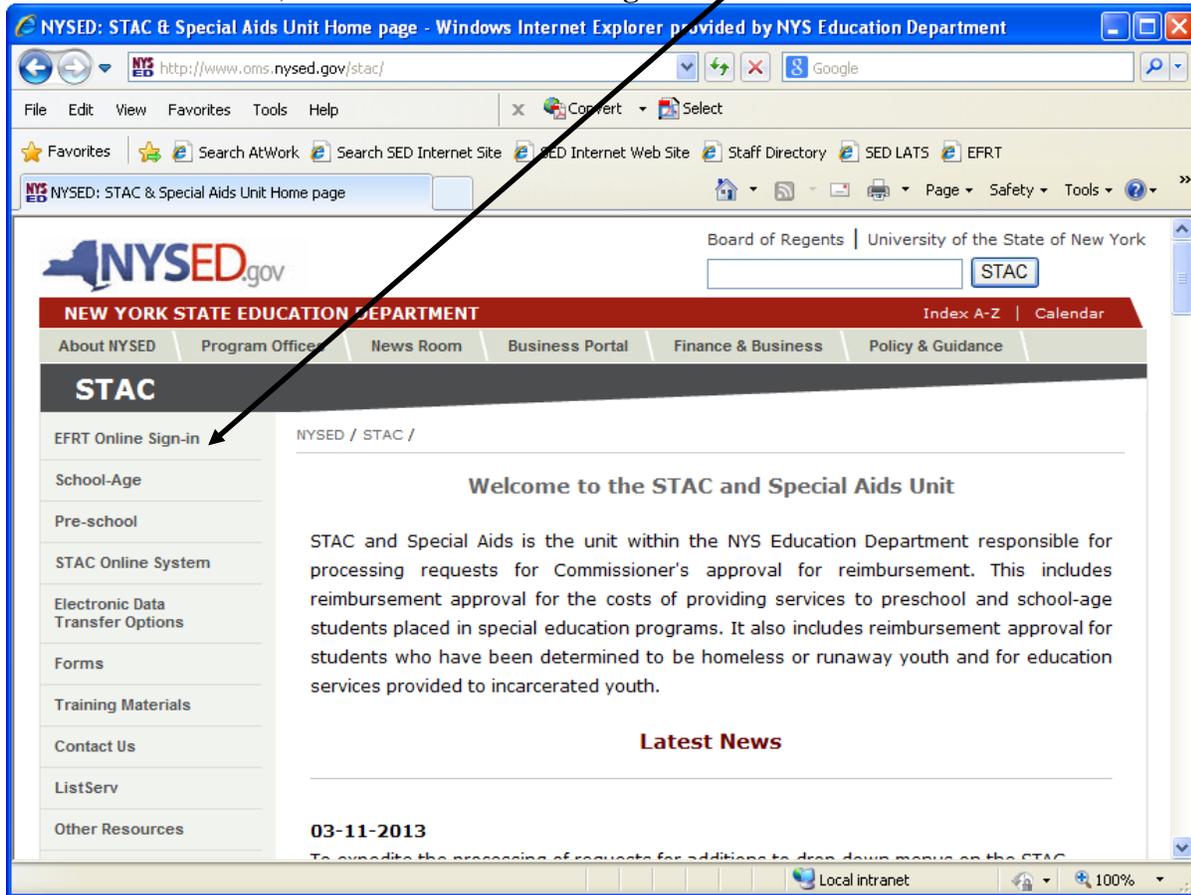


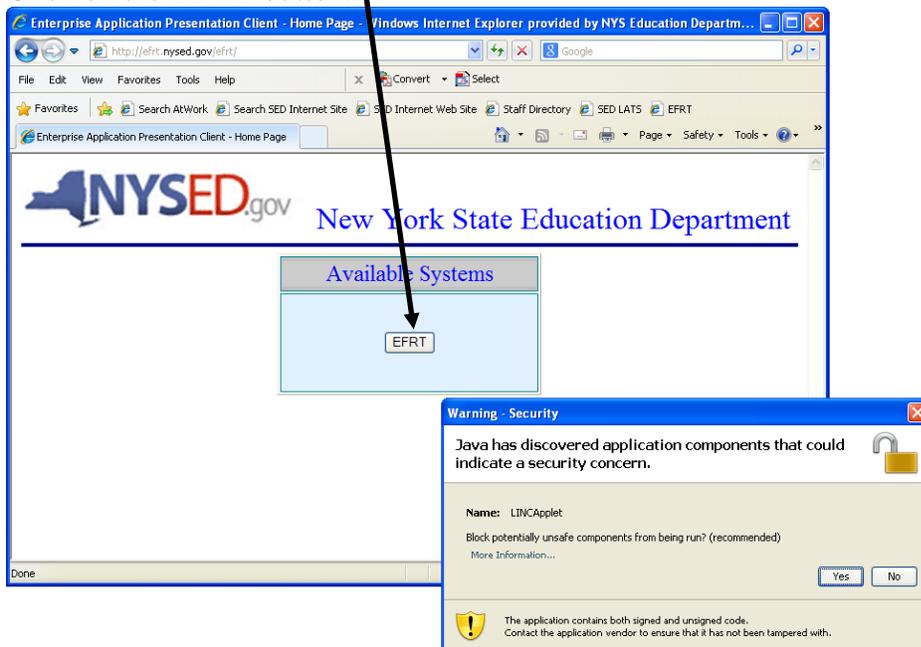
Instructions for Making Program Date Changes

Proceed to the STAC website at: <http://www.oms.nysed.gov/stac/>

On the left-hand menu, click on **EFRT Online Sign-In**



Click on the **EFRT** button.

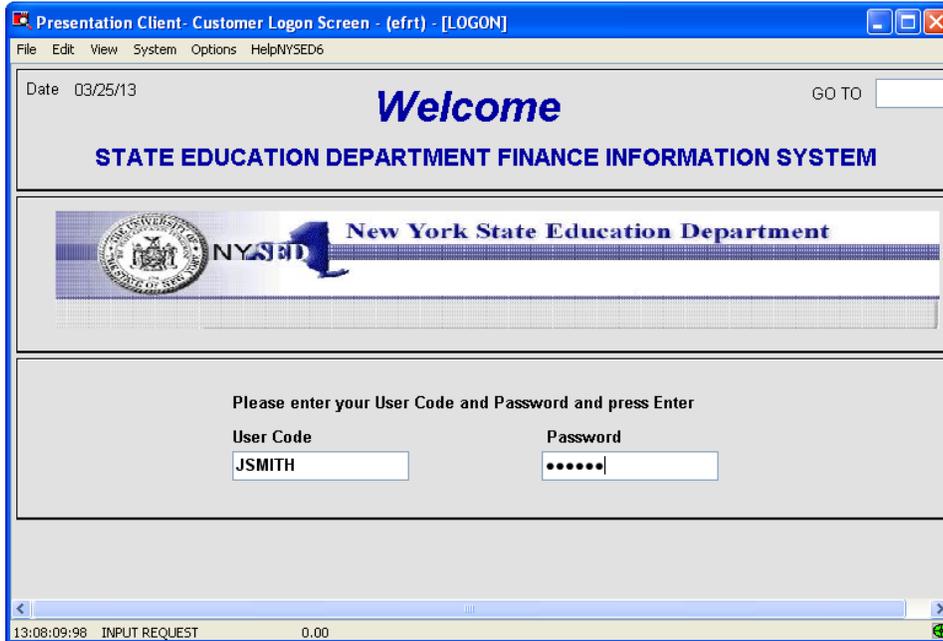


As indicated in the **Presentation Client Window**, do not close this window.

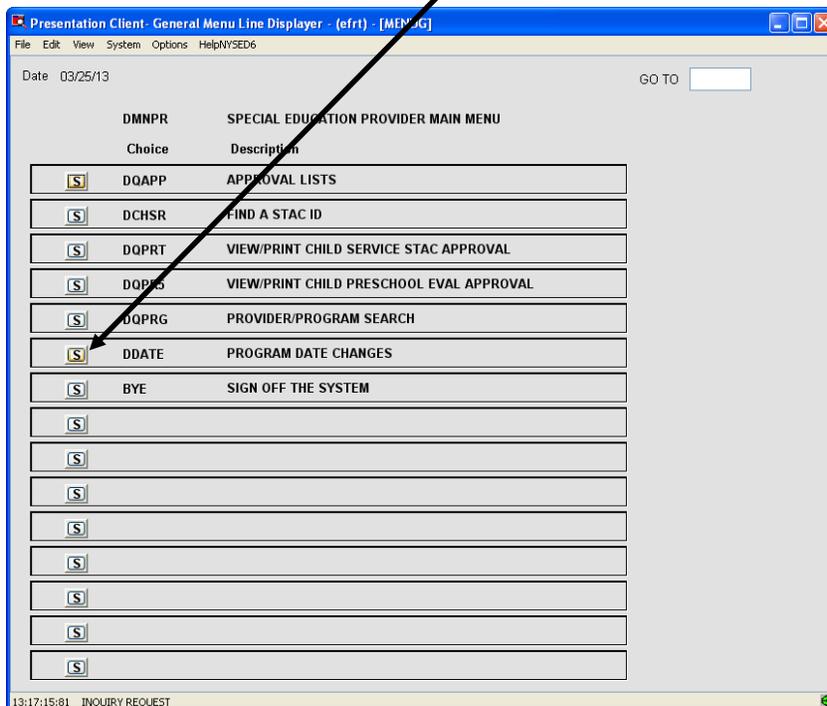
If a **security** warning asks you whether to block potentially unsafe components, click on **No**.

Log Onto the STAC database. *All entries must be in uppercase.*

- Enter your assigned **User Code**.
- Tab to the Password field and enter your assigned **Password**.
- Press **Enter**.



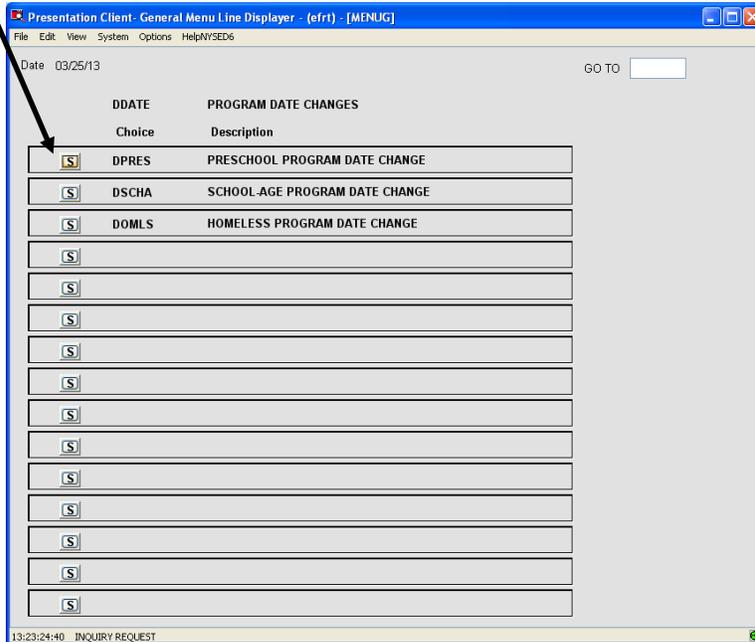
From the Special Education Main Menu, select **DDATE: Program Date Changes**.



The Program Date Changes menu will display.

Click on the “S”elect button next to the screen you want to retrieve.

- DPRES Preschool Program Date Changes
- DSCHA School-Age Program Date Changes
- DOMLS Homeless Program Date Changes

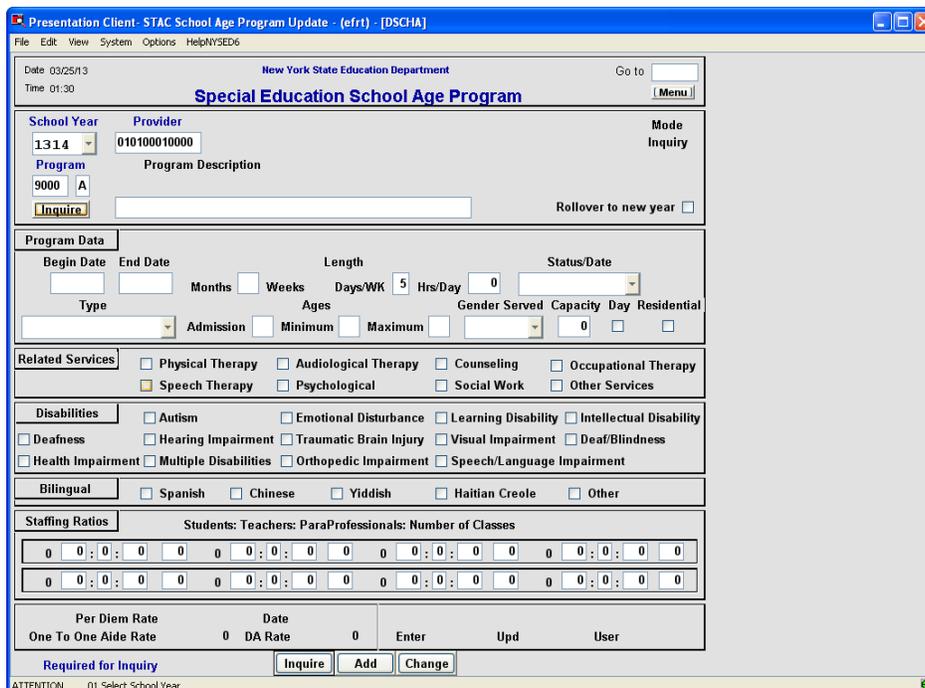


The screens are slightly different in content but the instructions apply to all program date changes.

To **retrieve a specific program**, enter the following data for your agency’s approved programs:

- Select ‘1314’ from the School Year dropdown field.
- Enter your **agency’s 12-digit SED** code in the Provider field.
- Enter the **5-character program code** in the Program fields (e.g. 9000 A).

Click on **Inquire**.



The selected program display. If the program dates are correct, no further action is required. To **change** the program **dates**:

- Enter the correct dates in the **Begin Date** and **End Date** fields in mm/dd/yy format.
 - Click on **Change** at the bottom of the screen.
 - If the transaction was successful, **“Report Completed”** will display at the bottom left of the screen. **Please wait for this message before making additional program date changes.**
 - **If necessary**, enter the next **5-character program code** and click on **Inquire** to display the program.
 - **Proceed to make program date changes for all applicable programs.**
-
- To return to the **Program Date Changes Menu**, enter **DDATE** in the Go To field at the top right of the screen. Press Enter.
 - To return to the **Special Education Main Menu**, enter **HOME** in the Go To field at the top right of the screen. Press Enter.
 - To **logoff** the system, enter **BYE** in the Go To field at the top right of the screen. Press Enter.

Note: At any time when accessing your program listing from the Special Education Main Menu – DQPRG: Provider/Program Search, you may note a program with an **approval status of 1-year-only** (Appr-1). These programs are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC, Special Aids and Medicaid Unit at 518/402-5047.

March 2013