NYSED
STAC and Special Aids Unit

GUI Online System
(Graphical User Interface)

**Instructions for Accessing the Special Education
Reimbursement Database**

To access the STAC database, you must be a valid user. Upon request you will be assigned a STAC User ID and password giving you access to child-specific information. Note that you will only be allowed access to records associated with your agency. If you do have not a **STAC User ID and password**, you may obtain a request form on our website:

www.oms.nysed.gov/stac/

Once you receive your User ID, you may access the database via the Internet provided you are using a compatible browser. Due to the confidential nature of our data and the requirements of a secure system, it is recommended that you use any of the following browsers as a minimum:

Internet Explorer 6.0
Netscape 6.2
Firefox 7.0

Refer to the Prerequisites page on our web site when first accessing the online system. Your Internet security may require that you adjust your firewall settings to allow access to our database.

Access to the STAC and Special Aids Online System
efrt.nysed.gov/efrt
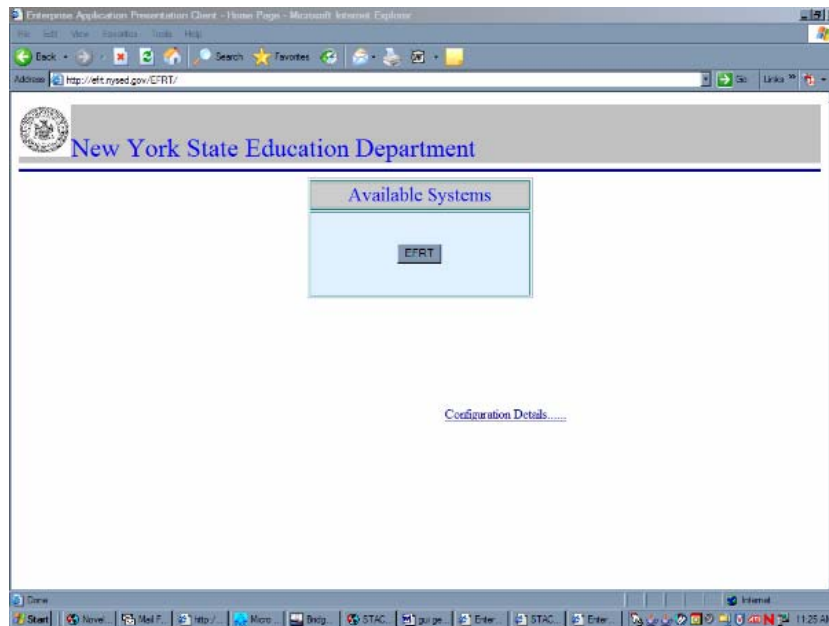
Once you have met the prerequisites, click on EFRT. An applet will load to your PC allowing you to access and view the Online data. This process will take a minute or two. Your screen will display a warning message that Presentation Client is running on your PC. Do not close this window as it will end your session. You may also receive one or two security warnings asking you to accept or trust the software. Once you accept, your PC will display our WELCOME screen.
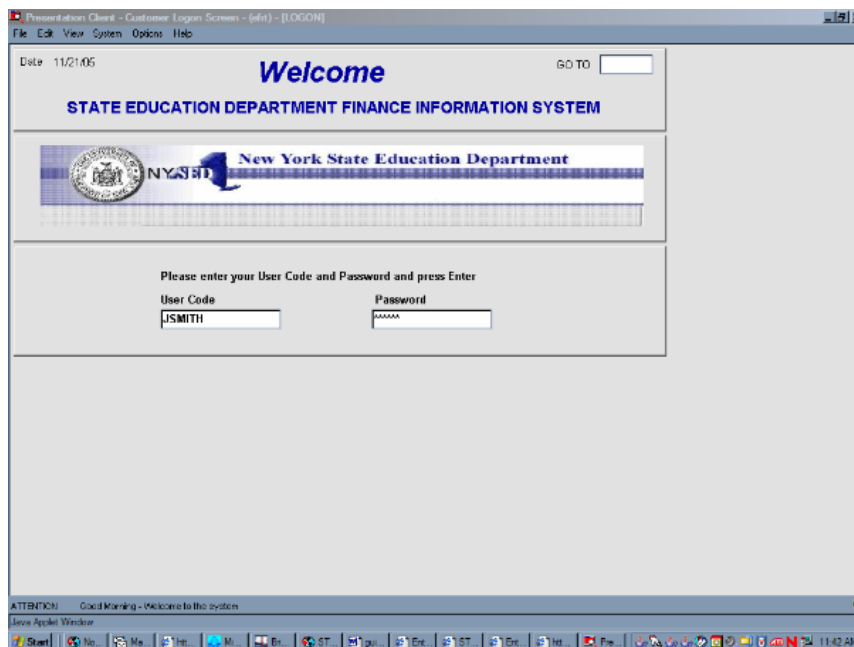
Enter your assigned **USER CODE** in capital letters (usually your first initial followed by your last name.) Tab to the password field and enter your assigned **PASSWORD.** Use the ENTER key on your keyboard to continue.

The first screen that most users will see is the Special Education Main Menu (**DMNUM),** the home menu for the STAC online database. Each user's menu is specific to the user. The menu will most often provide choices for locating a student's STAC ID, a student's profile of reimbursement approvals and a submenu that allows entry of reimbursement requests. There may be additional menus for processing reapplications and processing claims.

	Presentation Client- General Menu Line Displayer - (efrt) - [MENUG]		

File Edit View System Options Help

Date 04/07/07   GO TO [   ]

        DMNUM   **Special Education Main Menu**

        Choice   **Description**

	Choice	Description
[S]	DCHSR	FIND A STAC ID
[S]	DQCLD	VIEW CHILD SERVICE PROFILE OF APPROVALS
[S]	DQPRT	VIEW/PRINT CHILD SERVICE STAC APPROVAL
[S]	DQPR5	VIEW/PRINT CHILD PRESCHOOL EVAL APPROVAL
[S]	DQHOS	VIEW PRIVATE PLACEMENT ASSURANCES
[S]	DOSES	ADD A PRIVATE PLACEMENT ASSURANCE
[S]	DMNUS	ADD/CHANGE REIMBURSEMENT APPROVALS
[S]	DMNUR	PROCESS A REAPPLICATION
[S]	DMNUP	PRESCHOOL MAIN MENU
[S]	DSRWD	WITHDRAW REIMBURSEMENT APPROVAL
[S]	DQPRG	PROVIDER/PROGRAM SEARCH
[S]	BYE	SIGN OFF THE SYSTEM
[S]		
[S]		
[S]		

ATTENTION   01 Good Morning - Welcome to the system

start | W ⊗ e » | Novell... | C:\Do... | Macro... | Enter... | http://... | Prese... | 11:19 AM

Find a STAC ID (DCHSE)

The STAC database assigns a STAC ID to each student known to STAC. To view reimbursement approvals for a student, you must first know the student's STAC ID. You will have access to student information for only those students associated with your agency.

To find a **STAC ID,** choose **FIND A STAC ID** by clicking on [5] (DCHSE)**.** Enter the first 3 letters of the student's last name in the Last Name field and the first 3 letters of the first name in the First Name field. You may also enter the birth date or SIS (Student Information System) number if you would like to refine your search. Choose [Search] to initiate a search of the STAC ID.

If there are no student matches from your search, **"NO MATCHES FOUND"** will be displayed at the bottom of the screen. If a match is found, the STAC Child Match Screen will display the STAC ID, date of birth and student name as a result of your search. If a "Y" appears in the W/D box next to the STAC ID, the ID has been withdrawn and is no longer active.
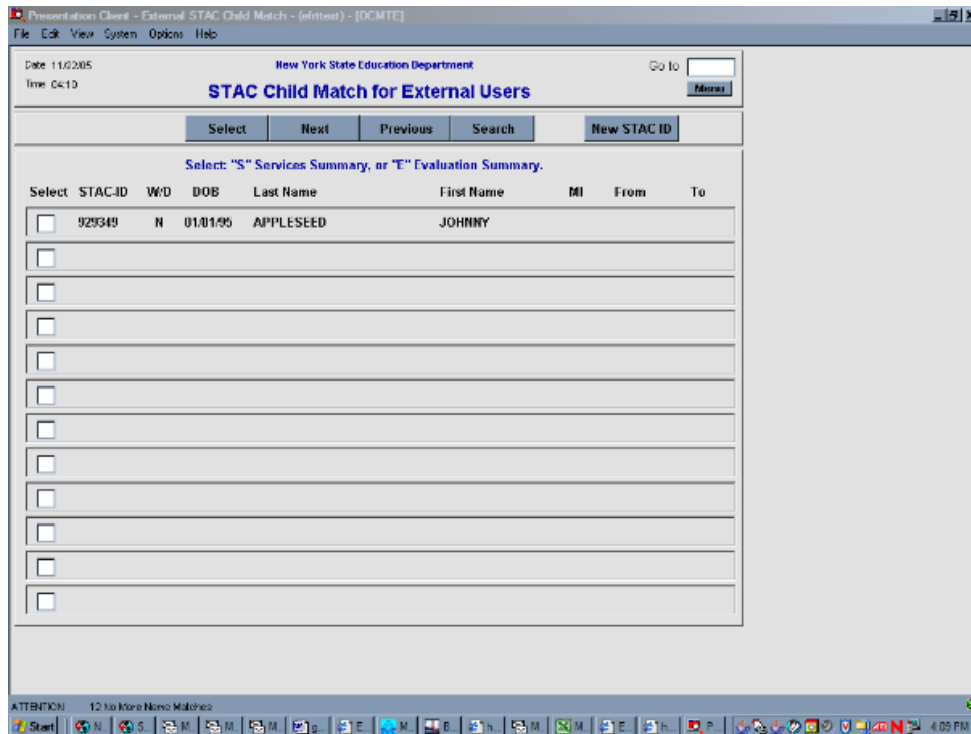
To view Service Reimbursement Approvals (STAC-3):
      Place a **"S"** in the select box to the left of the student's STAC ID and
- Click on [Select]

To view Evaluation Reimbursement Approvals (STAC-5A):
      Place an **"E"** in the select box to the left of the student's STAC ID and
- Click on [Select]

To search for another STAC ID, click on [Search]