

SCOHR Reporting Instructions

Username: District name (lower case)

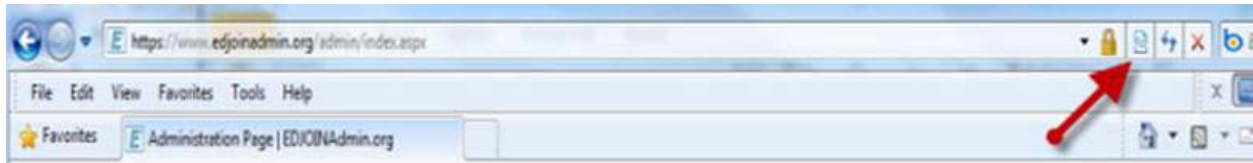
Password: (lower case)

Manually entering the data by school site

- a. Log in to www.ab1433.org
- b. From the "Data Input" menu, click on "Input Forms". (If you do not get the Input Forms drop down and you are using Internet Explorer, see the instructions at the bottom of this email.)
- c. **Select the fiscal year** for the data being entered (this may or may not be the current fiscal year and it will change back to 11/12 each time you go back). **Watch this carefully so you don't have to repeat the steps.**
- d. Click the "Edit" link on the line of the school for which you want to enter data
- e. Enter the aggregate totals on the resulting form
- f. Click "Save"

Important Tips:

If you are using Internet Explorer, up at the top of your screen, on the end of the address bar, you will see an icon that looks like a piece of paper torn in half, (it's called "Compatibility View"). click on that....and then see if the drop down opens. This has effectively fixed the problem if you are experiencing difficulties. (See image below)



Access to add other users is available if needed, as are options to “manage” the schools in your district. You can delete schools that do not have kindergartners, and any new schools that are not on the list can be added.

For additional information regarding Oral Health reporting:

<http://www.cde.ca.gov/ls/he/hn/oralhealth.asp>

Email: ddonnelly@sjcoe.net

EDJOIN Helpdesk

866.378.5999 or 209.468.5999

SCOHR or BASIS Helpdesk

Phone: 866.762.9170 or 209.953.2118

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