Thanks for taking the time to watch this e-Learning series screencast. This screencast will provide an introduction to the Department of Labor’s MIS database. During this screencast we will cover logging into the MIS and creating Users. Every YouthBuild program with Department of Labor funding is reporting to the Department of Labor through this online database. Every YouthBuild program has a Main Grantee. The Main Grantee is responsible for submitting and certifying the quarterly performance reports. The Main Grantee is given a password from the Department of Labor and should log in on this page. Any YouthBuild staff that is not the Main Grantee should be logging in on this page. This page will ask you for a log in ID and a password. If you cannot locate your password please use the forgot password link at the bottom of the page. If you have used the forgot password link and are still having trouble logging into the MIS please call or email the MIS Help Desk. Once you have logged into the MIS and would like to create users to help you with data entry, you are going to want to click on the Admin tab. After you click on the Admin tab it should default to the User Management Overview page. This is where you will create new users to help you with data entry in the MIS. To create a new user click on the “add new user” link. That brings you to the new user form. This is the form you would fill out for any staff member that needs access to the MIS to help with data entry. In this form you will fill out basic information about your staff member and what type of access they will have to the system. You can assign different levels of access to the MIS by assigning a user role. These roles dictate what type of access your staff member has to your MIS data. For a description of what types of access each role has use this role description link in the upper right hand corner. I do want to take a moment to talk about a couple different user roles. The administrator role allows staff members to enter data for every single student in the MIS, and it also allows that staff member to exit students. It is the only user role that allows staff members to exit students from the MIS. The data technician role allows staff members to enter group services. Data technician is the only user role that can be combined with another user role. So if you have any staff member that will be involved with recording program services tag them as a data technician. Once you have chosen your user roles click “save”. Once you have saved the new user form a log in ID and password will be sent to that staff member’s email address. That user will also be entered onto this User Management Overview page. You can always edit any user information at a later date. Thanks for watching this e-Learning series screencast. For other e-Learning series screencasts and tools visit the program manuals tab in the Community of Practice.