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FLORIDA DEPARTMENT OF
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MEMORANDUM NUMBER 30-2018-17

TO: Florida College System Reports Coordinator

FROM: Juan Mestre, Bureau Chief
                   Community College and Technical Center Management Information Systems

DATE: February 27, 2018

SUBJECT: **Sharepoint to Website Migration**
                       Certification due March 23, 2018, 5 p.m. (EDT)

Below are items discussed from last November's MISATFOR meeting. See item #3 for information on the certification that is due next month.

1. **Website Migration**. The Florida Department of Education (FDOE) [Community College and Technical Center Management Information Systems (CCTCMIS)](#) website has been upgraded. As the primary source for information and processes between the department and the college's reports coordinator and their staff, the upgraded site provides the information and functionality within the "restricted hub." Beginning immediately, the department is phasing out access to the previous restricted hub content's certification forms (See item #2). Access to the entire restricted hub will close in the coming weeks. As with all websites, this site will continue to evolve. Please let me know of any functionality within the restricted hub that you feel could be improved.

2. **Certifications**. The certification process redesign is to make it easier for the end-user, and for the department to provide better customer support. The previous process built certifications on the fly. It was difficult to support year-after-year and incorporate new certifications. The new site provides a [list of the current certifications](#). College staff need to select the appropriate form for the certified submission. Using a recent version of a free PDF reader (e.g., [Adobe Acrobat Reader DC](#)), the user opens a fillable PDF form. Type and select the required information. Once complete, print and route the form for signatures. Once signed, scan and upload the form to the department using secure file transfer [TIBCO.®](#) Note: standardizing the certification name prevents files being uploaded to a wrong location. Specific instructions for naming convention is located on each certification form.

3. **Authorized Signatures**. Each college shall complete and submit the Authorized Signature Form no later than **Friday, March 23, 2018**. Note: several forms currently on file have administrators listed who are no longer at the college. Colleges may submit up to three authorized designees for the president.

4. **Directories**. The number of directories maintained has reduced from 72 to six. At the beginning of each reporting year, the college directories will be certified by the reports coordinators. Please review the directories at the Reports Coordinator Resources page. For department support, email at CCTCMIS.Communications@fldoe.org.

Please navigate the website and review the certification process. If you have any questions or comments, please call me at 850-245-9572 or email at Juan.Mestre@fldoe.org.

JM/JM