

# Using the All-In-1 District Certification Form

This new form was developed with Microsoft's InfoPath program and can be accessed via SharePoint on the Career & Adult Ed Restricted SharePoint Web site (<https://restrictedbi.fldoehub.org/CCTCMIS/dt/>).

## Getting Started:

Log into the Career & Adult Ed Restricted Site and click on **All-in-1 District Certifications** (See *Table of Contents* list.) **RESULT:** The All-in-1 District Certifications form library appears.

Click on the **NEW** button down-arrow > **All-in-1 District Certification Form**. (**RESULT:** A blank certification form appears.)



## Completing the Form:

Step 1. Select your institution.

Step 2. Select the type of certification you are submitting.

Step 3. The certification portion of the form now appears.

Fixed size explanation fields will appear automatically when you click “No” or “Optional Explanation.” (See note below regarding data base explanation fields.)

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## Step 4. Completing the Signature section:

**IMPORTANT: This form must be signed by the District Superintendent .**

**Step 4:** Complete the fields below. Fields with an \* must be completed before you can print the form.

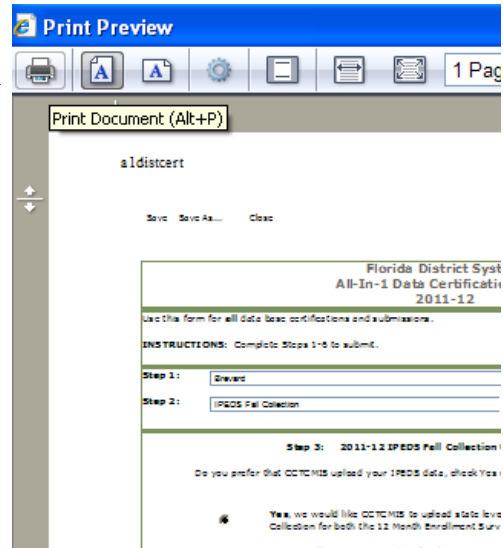
<b>Superintendent (Print/Type Name):</b>	<b>Approver's Title:</b>
<input type="text"/>	<input type="text" value="Superintendent"/>
<b>Superintendent (Signature):</b>	
<input type="text"/>	
<b>Submitter (Print/Type Name):</b>	<b>Submitter's Phone:</b>
<input type="text"/>	<input type="text"/>

**Step 5:** Return the signed form to the Community Colleges & Technical Center MIS by following the steps below:

1. Scan the signed form and save locally naming the file: YOUR DISTRICT NAME.
2. Go to the Career & Adult Ed Restricted Site: <https://restrictedbi.fldoehub.org/CCTCMIS/dt>.
3. Open "All Certifications" folder ⇒ Year folder ⇒ Certification type folder.
4. Click on Upload ⇒ BROWSE. Select the PDF file from Step a above and upload the PDF file.

- a. Red \* indicates the fields that must be completed before printing.
- b. Using your browser's menu bar, do the following:
  - i. move to the **PRINT** button and click on the drop-down arrow.
  - ii. click on **PRINT VIEW**. (Result: The form opens in a separate browser window.)

- c. Using the browsers menu bar, click on the **printer icon** and print. →
- d. You are now back to the form, click on **CLOSE** (located in bottom-left of the window.)
- e. **IMPORTANT:** The Save dialog box appears, click **NO** as there is no need to save the unsigned form.



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## Submitting the Completed Form to CCTCMIS:

Step 5.

- a. Scan and save the signed form as a **PDF** file to your local drive. The naming convention for the file will be: **[YOUR DISTRICT'S NAME].PDF** (Example: Brevard.pdf)
- b. Log into the **Career & Adult Ed Restricted Site > All-In-1 District Certifications** folder.


### Documents

- Alachua
- All Common Documents (Read Only)
- All Shared Documents (for Districts)
- All-In-1 District Certifications

- c. Next, click on the appropriate submission **YEAR**.

Type	Name
	2011-12

- d. Lastly, click on the **Certification Type** folder.

Type	Name
	<u>IPEDS Fall Collection</u>

- e. Click on **UPLOAD > BROWSE**. Locate and **SELECT** the **PDF** file from Step A above > **OK**. (Result: your file is now listed in the certification folder.)