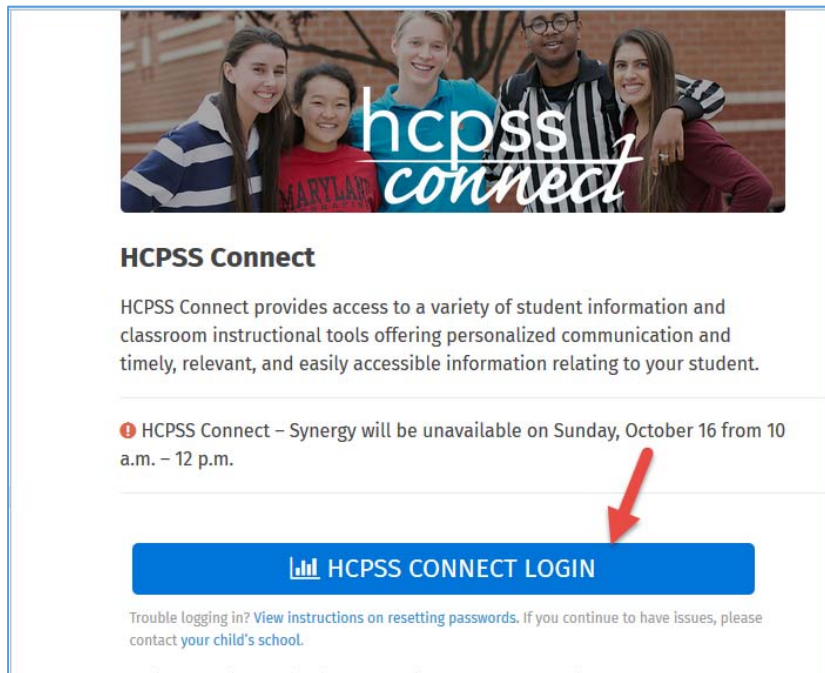
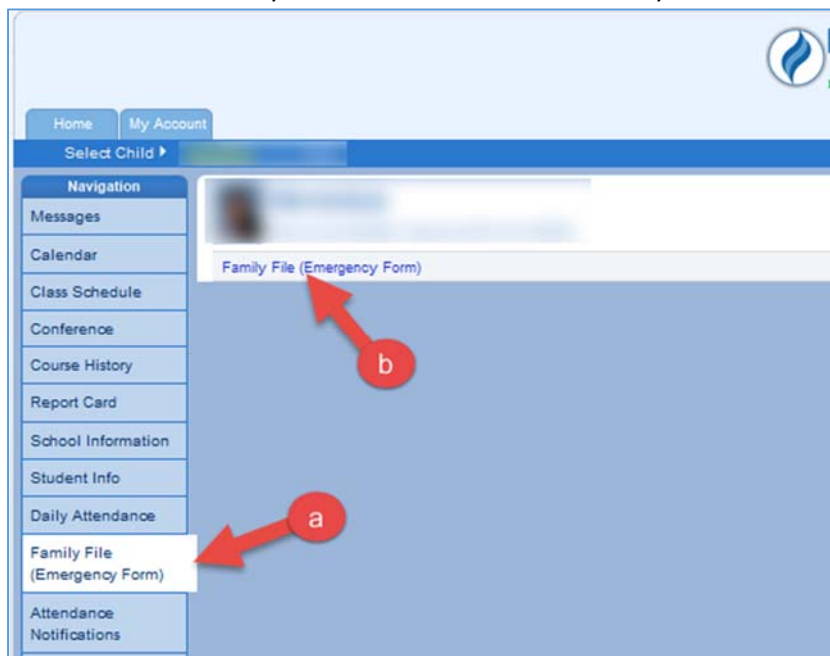


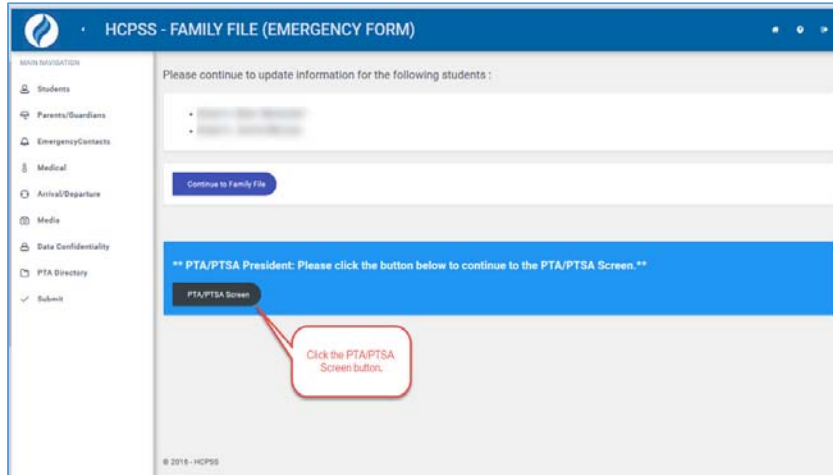
- 1) Log into HCPSS Connect at www.hcpss.org/connect



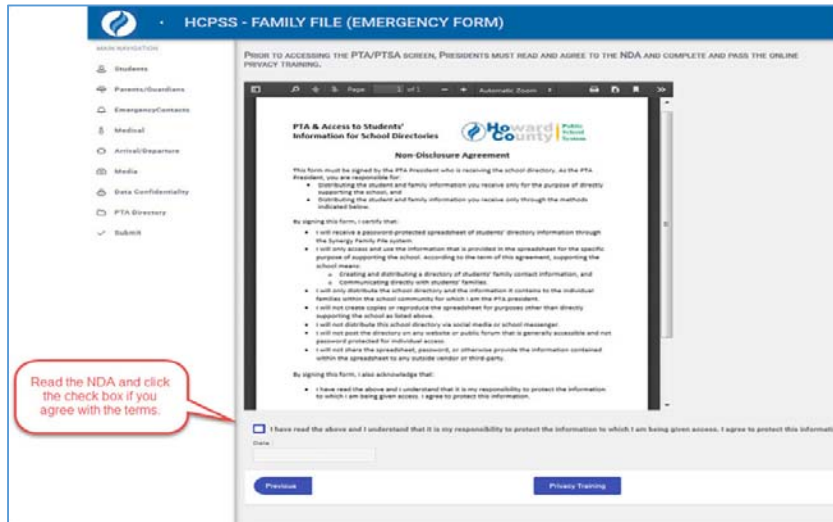
- 2) a. Select the Family File menu item.
b. Click the link under your child's name to enter Family File.



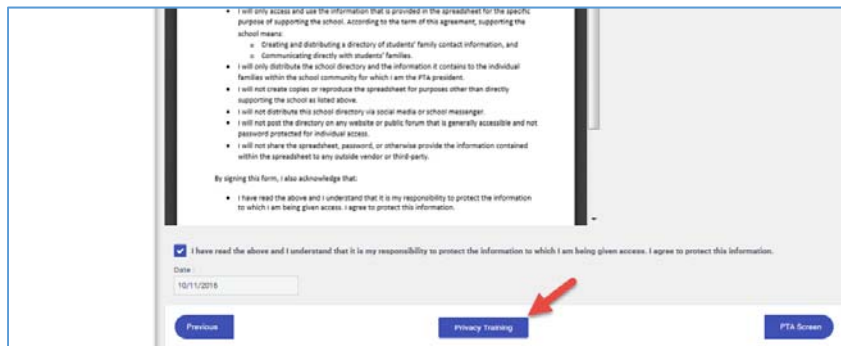
- 3) On the landing page, below the name(s) of your child(ren), click the button for the PTA/PTSA Screen:



- 4) On the next screen, read the NDA, and click the checkbox to digitally sign the agreement:



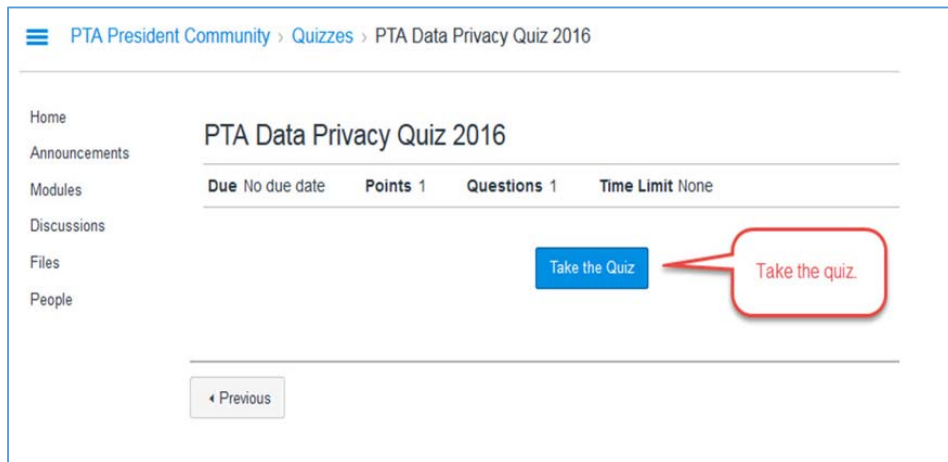
- 5) You must also complete the Privacy Training. Click the Privacy Training button:



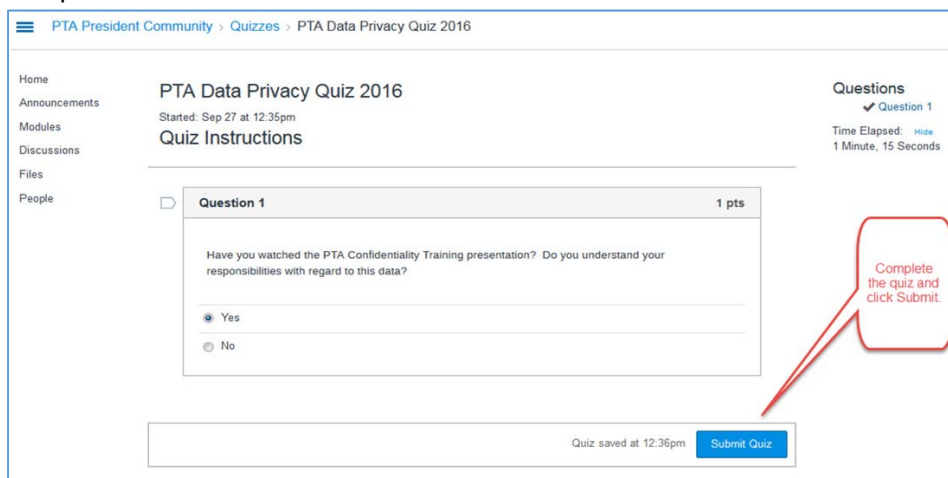
- 6) A new tab will open, and you will be logged into Canvas (you may be prompted to enter your login on this tab). Watch this short presentation, and then click the Next button:



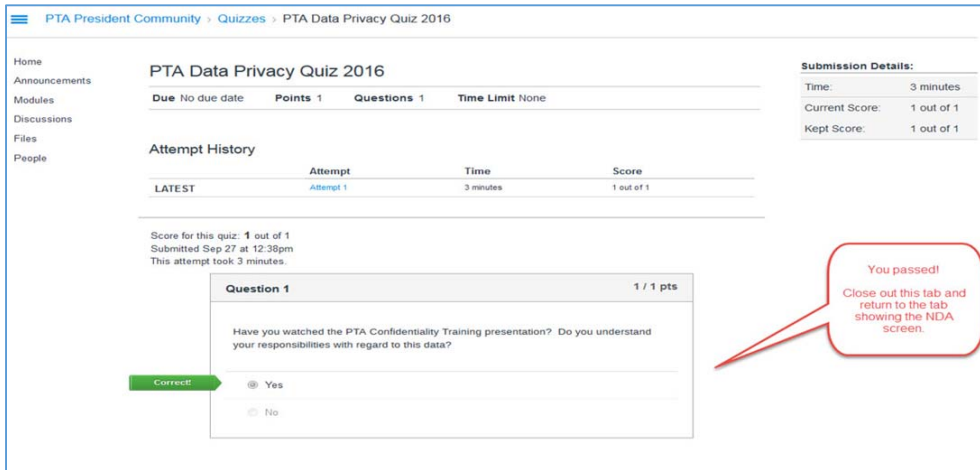
- 7) On the next screen, click the button to take the "Quiz":



- 8) Complete the "Quiz" and click button to Submit Quiz:



9) You will be presented with a screen indicating that you have passed the quiz:



PTA President Community > Quizzes > PTA Data Privacy Quiz 2016

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PTA Data Privacy Quiz 2016

Due: No due date | Points: 1 | Questions: 1 | Time Limit: None

Submission Details:

Time:	3 minutes
Current Score:	1 out of 1
Kept Score:	1 out of 1

Attempt History

Attempt	Time	Score
LATEST Attempt 1	3 minutes	1 out of 1

Score for this quiz: 1 out of 1
Submitted Sep 27 at 12:38pm
This attempt took 3 minutes.

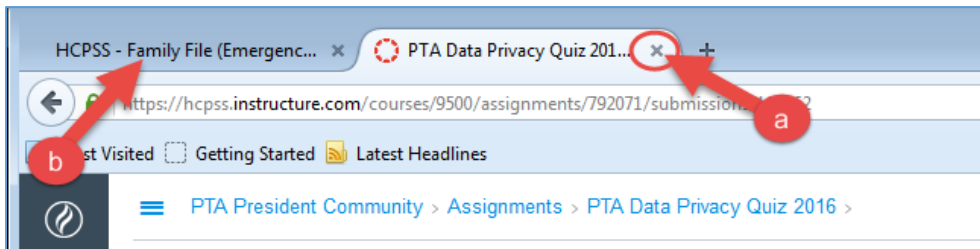
Question 1 1 / 1 pts

Have you watched the PTA Confidentiality Training presentation? Do you understand your responsibilities with regard to this data?

Correct! ☒ Yes ☐ No

You passed!
Close out this tab and return to the tab showing the NDA screen.

10) a. Close out the tab with the quiz results.
b. Return to the tab showing the NDA screen.



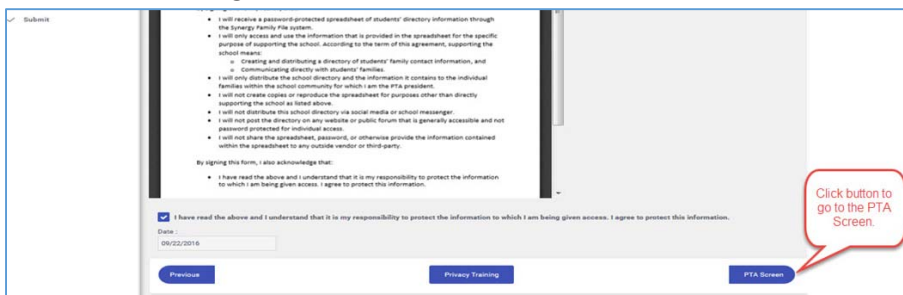
HCPSS - Family File (Emergenc... x PTA Data Privacy Quiz 2016... x +

https://hcpss.instructure.com/courses/9500/assignments/792071/submissions/1002

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11) Click the button to go to the PTA screen:



Submits

- I will receive a password-protected spreadsheet of students' directory information through the Family File system.
- I will only access and use the information that is provided in the spreadsheet for the specific purpose of supporting the school, according to the terms of this agreement, supporting the school means:
 - Creating and distributing a directory of students' family contact information, and
 - Communicating directly with students' families.
- I will only distribute the school directory and the information it contains to the individual families within the school community for which I am the PTA president.
- I will not create copies or reproduce the spreadsheet for purposes other than directly supporting the school as listed above.
- I will not distribute this school directory via social media or school messenger.
- I will not post the directory on any website or public forum that is generally accessible and not password protected for individual access.
- I will not share the spreadsheet, password, or otherwise provide the information contained within the spreadsheet to any outside vendor or third-party.

By signing this form, I also acknowledge that:

- I have read the above and I understand that it is my responsibility to protect the information to which I am being given access. I agree to protect this information.

☒ I have read the above and I understand that it is my responsibility to protect the information to which I am being given access. I agree to protect this information.

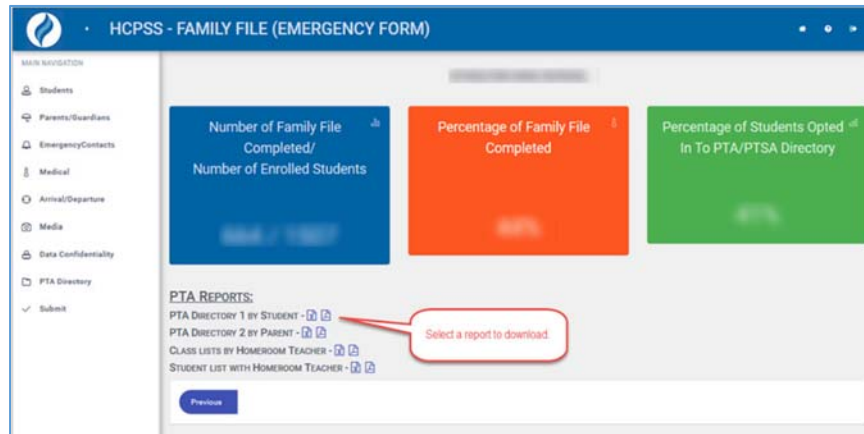
Date: 09/22/2016

Previous Privacy Training PTA Screen

Click button to go to the PTA Screen.

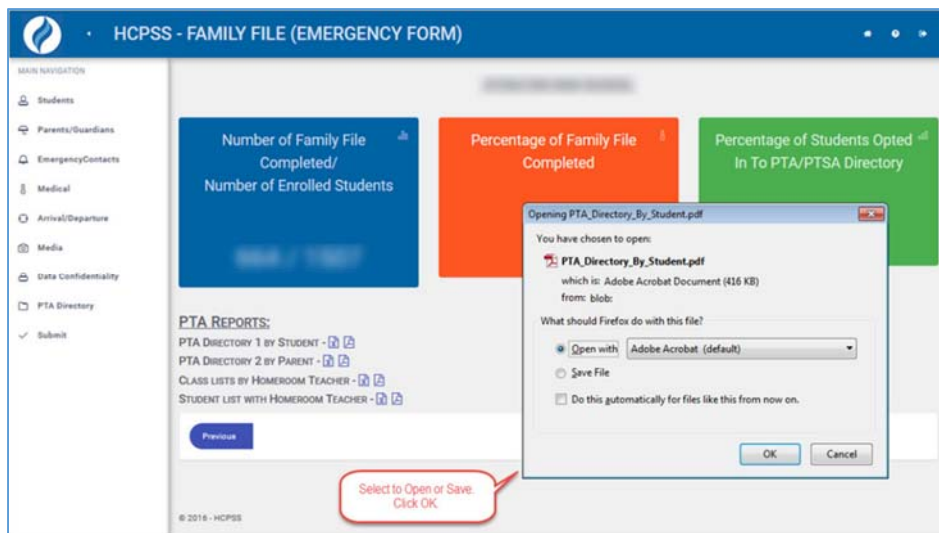
12) You will be presented with some statistics in the colored boxes, and a list of the available reports/files, with icons to select Excel format or PDF format. Click the icon to select a report/file to download:

- We update these reports nightly with the most current information. You are encouraged to download fresh versions on a regular basis to obtain the most current information.
- You will be prompted to create a password for the file you are downloading. Create the password and click the Continue button. *Each time you download the file, you will be prompted to set a password.*

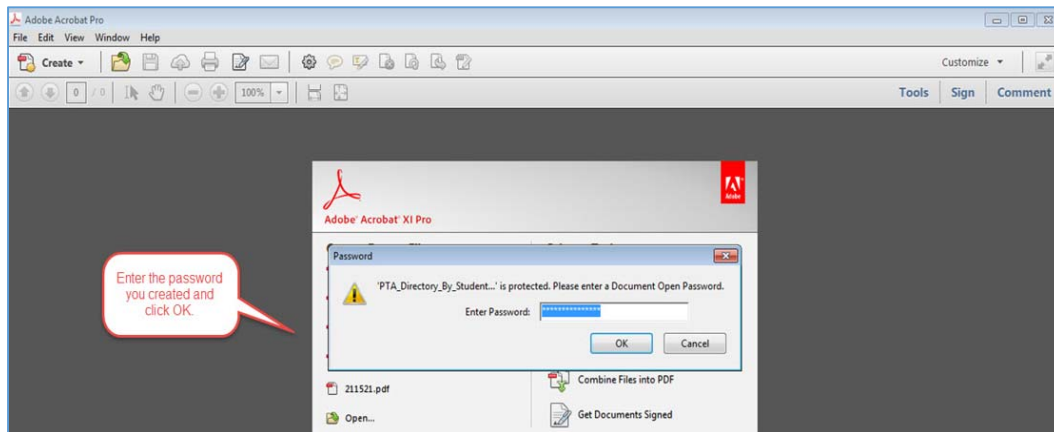


13) You should then receive a popup allowing you to download or open the file. If you are “opening” a document you may need to change the “Open With” application.

- *Note: Some users have experienced a delay in this popup appearing, or the popup not appearing at all. We are investigating this. It seems to be an intermittent problem. It is suggested that you wait for a minute or so for the popup to appear, and then try clicking the icon again. If you continue to have problems, please click the “?” and submit feedback:*



- 14) When you attempt to open the file saved to your computer, enter the password you created upon downloading:



Each time you return to the PTA Screen in Family File to download an updated file/report you will repeat all of the steps EXCEPT for the Privacy training (steps 5-10).