

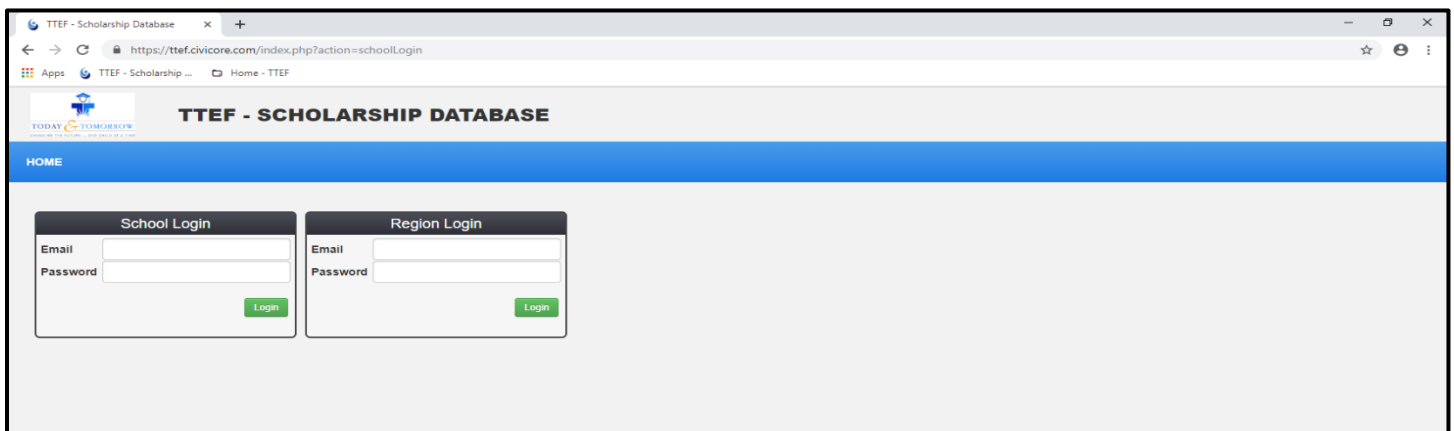
# TTEF Online System Training

## Module One: Initial School Login

*Learning Focus: School Log In & View, Maintaining Updated School Contacts, Viewing Family Information*

### *Part One: Initial School Log In*

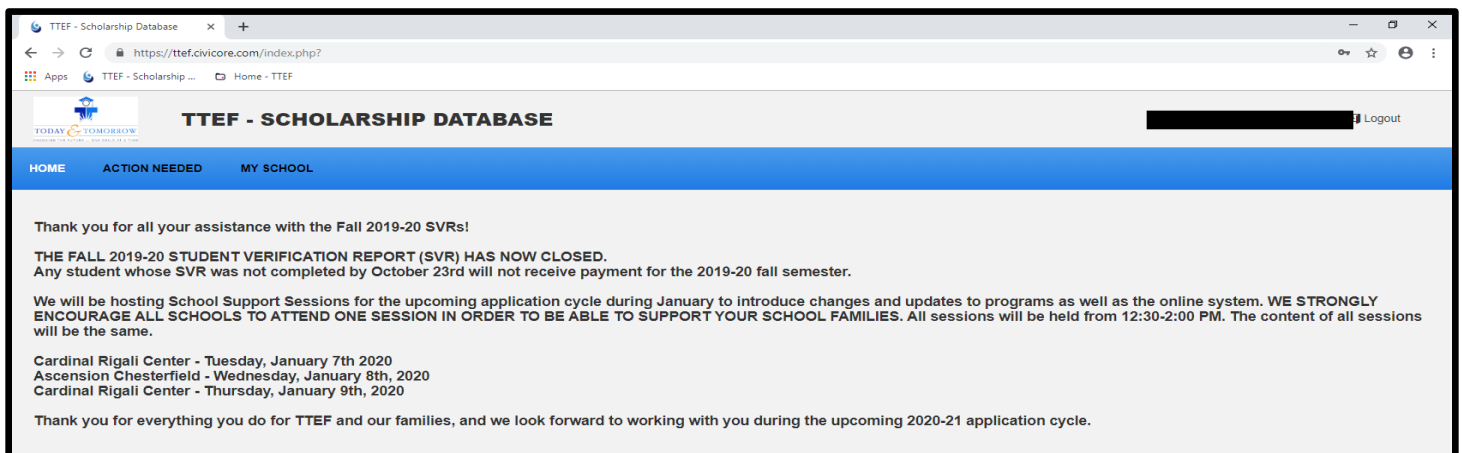
1. To log in for the first time, visit [www.ttef-stl.org](http://www.ttef-stl.org) and click the link to the **School Login**. It is a good idea to bookmark this page so that you can get to it easily.
2. Type your primary contact email into the box next to E-mail under School Log In
3. Type your assigned password into the box next to Password under School Log In
  - a. In a few minutes you will learn how to change this password.



The screenshot shows a web browser window with the URL <https://ttef.civicore.com/index.php?action=schoolLogin>. The page header includes the TTEF logo and the text 'TTEF - SCHOLARSHIP DATABASE'. Below the header, there are two login forms side-by-side. The 'School Login' form has an 'Email' field, a 'Password' field, and a green 'Login' button. The 'Region Login' form also has an 'Email' field, a 'Password' field, and a green 'Login' button.

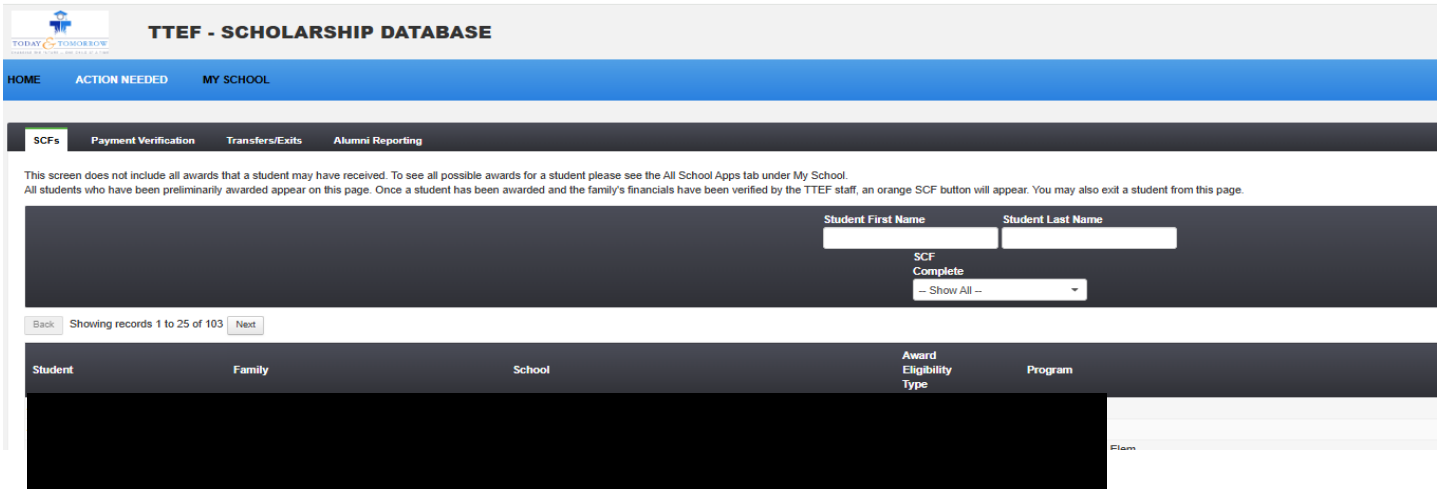
### *Part Two: School View Layout*

1. Once you log in, the first page you will always see is the HOME page. This page will have announcements from TTEF staff. Any announcements that are posted here will also be sent to schools through email. It is important to read this page when you log in for important reminders.

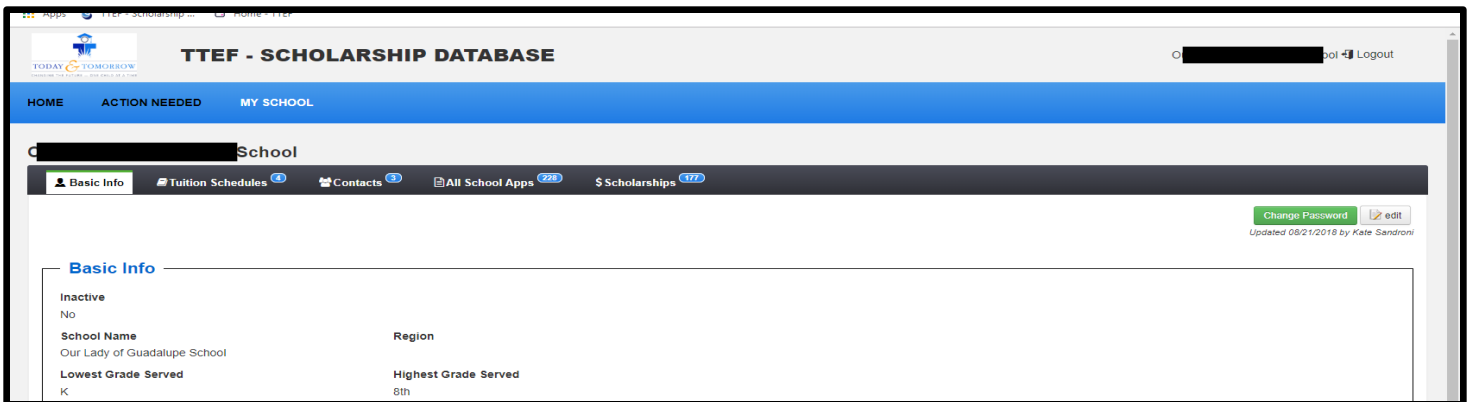


The screenshot shows the 'HOME' page of the TTEF - Scholarship Database. The page title is 'TTEF - SCHOLARSHIP DATABASE' and the URL is <https://ttef.civicore.com/index.php?>. The page has a blue navigation bar with 'HOME', 'ACTION NEEDED', and 'MY SCHOOL' links. The main content area contains several announcements, including a thank you message for assistance with the Fall 2019-20 SVRs, a notice that the Fall 2019-20 Student Verification Report (SVR) is now closed, and information about upcoming School Support Sessions for the 2020-21 application cycle.

2. Next to the HOME page, you will see the option to click on the ACTION NEEDED tab and the MY SCHOOL tab.
  - a. The ACTION NEEDED tab contains four important pages. Here you'll find an SCF page, a Payment Verification page, a Transfer/Exit and an Alumni reporting. These pages will be described in detail in separate modules.



- b. The MY SCHOOL tab contains pages to view your school's **Basic Info, Tuition Schedules, Contacts, All School Applications, and \$Scholarships**.
    - i. On the **Basic Info** tab, you will see your school's name, primary phone number, fax number, primary email used for login, physical address, and mailing address. You may change your school's log in password at any time by clicking the **Change Password** button in the top right corner of this page. TTEF asks that all schools change their password after the first time you log in! You cannot change your primary email.



- ii. On the **Tuition Schedules** page, you may create, edit, and view your school's tuition rates for the current school year. To create a new tuition schedule, click the green button in the top right corner: **+Add a new schedule**. Please update this annually.

- iii. Enter the full cost of tuition before scholarships or aid for families with one child in your school, two children, all the way through five. You may also enter rates for parishioners and non-parishioners. Click **Upload Document** to keep your tuition rate schedule on file with TTEF.

The screenshot shows the 'Tuition Schedules' page for a school. The 'School Year' is set to 2019-2020. Under the 'One Child Rates' section, there is a table with the following data:

In Parish Rate	Out of Parish Rate	Non Catholic Student Rate
\$4,000.00	\$4,000.00	\$4,000.00

- iv. On the **Contacts** page, click the green **+Add a new contact** button in the top right corner of your screen to add additional contacts to your school. The primary email used to log in may not be changed by the school. Here, you may add an alternate email for your school's principal, as well as contact information for your Assistant Principal, Bookkeeper/Business Manager, Secretary, and your parish Pastor. All emails added as contact on this page will receive emails from TTEF. Please add emails only for staff who should receive emails! You may also enter contacts with phone numbers only. Please keep this up to date.

The screenshot shows the 'Contacts' page with a 'Contact Information' modal form open. The form contains the following fields:

- Salutation: -- Select --
- First Name: [Text Input]
- Last Name: [Text Input]
- Phone: [Text Input] (format: ###-###-####)
- ext: [Text Input]
- Email: [Text Input]
- Title: -- Select --

Buttons for 'Submit' and 'Cancel' are located at the bottom of the modal. In the background, a table with columns 'First Name', 'Last Name', and 'Phone' is visible, along with an 'Add a new contact' button and a list of existing contacts with 'view', 'edit', and 'delete' actions.

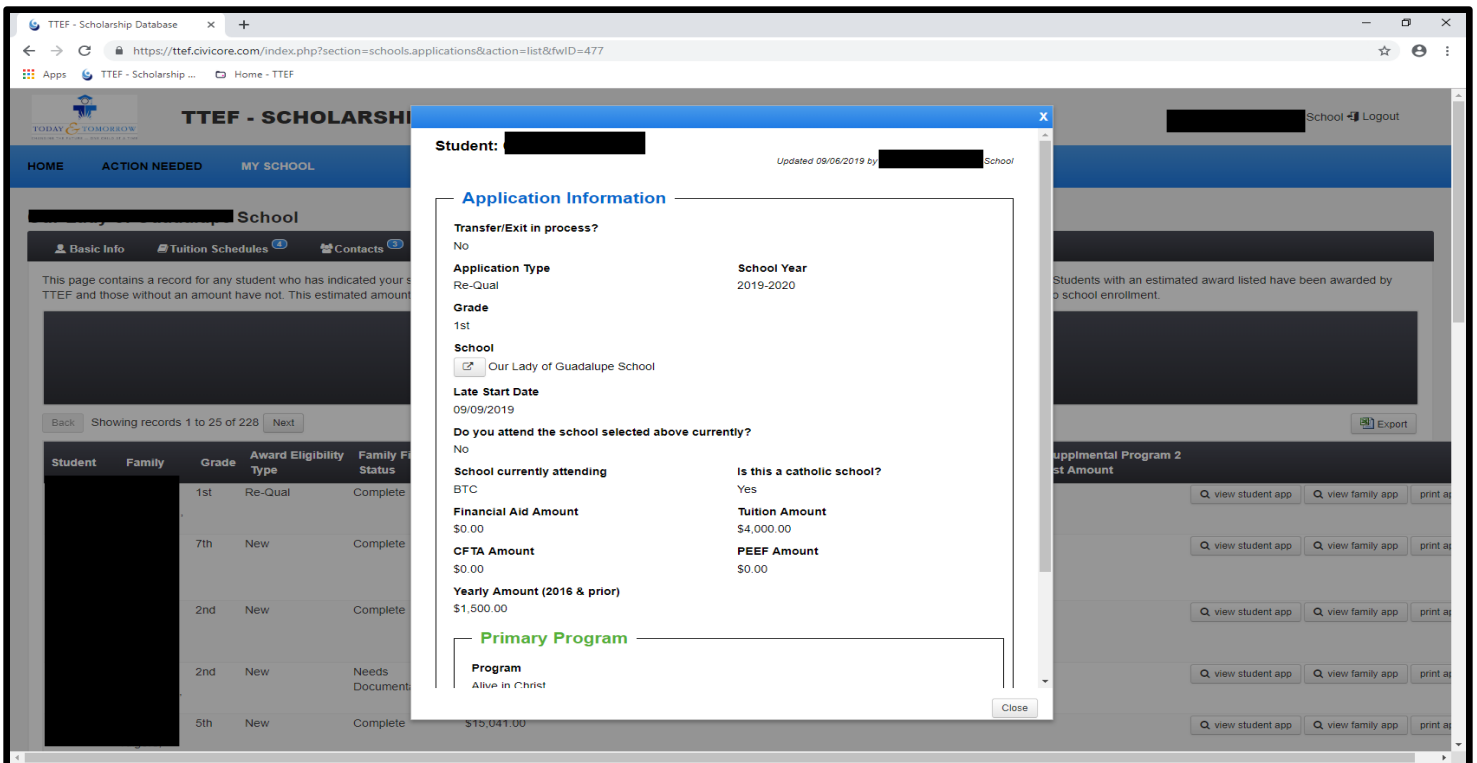
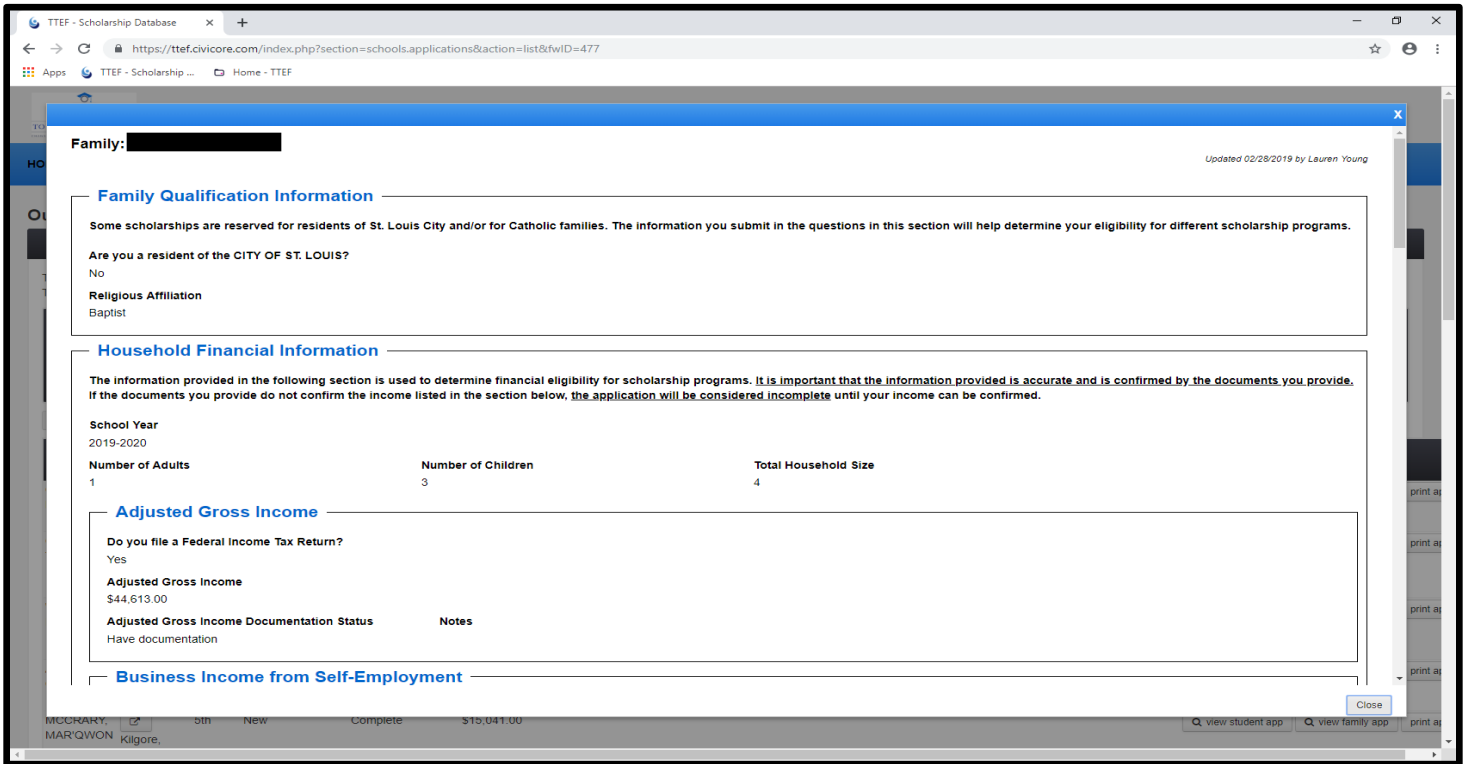
- v. *The All School Apps page contains a record for any student who has indicated your school on their TTEF online Scholarship Application, including students who may not currently be attending your school. Students with an estimated award listed have been awarded by TTEF and those without an amount have not. This estimated amount does not reflect any adjustments that were or will be made to your school's payment(s) based on school prorating due to school enrollment.*

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. At the top, there is a navigation bar with 'HOME', 'ACTION NEEDED', and 'MY SCHOOL'. Below this is a 'School' header with tabs for 'Basic Info', 'Tuition Schedules', 'Contacts', 'All School Apps', and 'Scholarships'. A search area includes a 'School Year' dropdown set to '2019-2020', and input fields for 'Student First Name', 'Student Last Name', and 'Family' with a 'Search' button. Below the search area, a table displays scholarship records. The table has columns for Student, Family, Grade, Award Eligibility Type, Family Financial Status, Income After Change, Program, Program Est Amount, Supplemental Program - Est Amount, Supplemental Program Est Amount, Supplemental Program 2, and Supplemental Program 2 Est Amount. Two records are visible, both with 'Re-Qual' award type and 'Complete' status. The first record has an income of \$27,938.00 and a program amount of \$2,000.00. The second record has an income of \$30,661.01 and a program amount of \$2,000.00. Both records list 'Catholic Families Tuition Assistance - Elem' as the supplemental program with an estimated amount of \$400.00. 'view student app' and 'view family app' buttons are present for each record.

Student	Family	Grade	Award Eligibility Type	Family Financial Status	Income After Change	Program	Program Est Amount	Supplemental Program - Est Amount	Supplemental Program Est Amount	Supplemental Program 2	Supplemental Program 2 Est Amount
			Re-Qual	Complete	\$27,938.00	Alive in Christ	\$2,000.00	Catholic Families Tuition Assistance - Elem	\$400.00		
			Re-Qual	Complete	\$30,661.01	Alive in Christ	\$2,000.00	Catholic Families Tuition Assistance - Elem	\$400.00		

*Some students may have an additional scholarship listed under Supplemental Program. These scholarships are awarded in addition to their Primary Program.*

- vi. To view family information, including financial data, click **view family app** from this page. Clicking this will allow you to see the entire family application that was submitted to TTEF. To view application information for specific students in each family, click **view student app** from the **All School Apps** page.



- vii. The **\$Scholarships** tab contains a record for every payment made to your school. Students may have more than one payment listed per semester due to adjustments. Negative payments shown reflect adjustments made to prorate a student's scholarship based on school enrollment. You can filter by school year, semester, and date paid. You can also export this page to Excel. This page will be covered in detail in training **Module Four: Payments**.

The screenshot shows the TTEF - SCHOLARSHIP DATABASE interface. The page title is "TTEF - SCHOLARSHIP DATABASE" and the user is logged in as "School". The navigation menu includes "HOME", "ACTION NEEDED", and "MY SCHOOL". The "Scholarships" tab is active, showing 477 records. The page contains a search form with fields for "Student First Name", "Student Last Name", "School Year" (set to 2019-2020), "Semester" (set to -- Show All --), "Date Paid" (set to Equal), and "Program Year". Below the search form, there is a table with the following data:

Student	Family	School Year	Semester	Amount	Program	Date Paid
		2019-2020	Spring	\$400.00	Alive in Christ	
		2019-2020	Spring	\$400.00	Alive in Christ	
		2019-2020	Spring	\$150.00	Catholic Families Tuition Assistance - Elem	
		2019-2020	Spring	\$100.00	Catholic Families Tuition Assistance - Elem	
		2019-2020	Spring	\$250.00	Catholic Families Tuition Assistance - Elem	