

ACCESS TO HOMEROOM/EDPLAN
MY PROFESSIONAL GROWTH SYSTEM _____

Click Below

Charter Schools 2-3

Private Schools 4



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Instructions for Charter School Principals

These instructions are the responsibility of the Charter School Principal, Director or Administrator. Accessing the Homeroom/EdPlan portal requires each user to have an Active Directory (AD) account assigned by the Osceola County School District.

Note: All communication between you and the Information Services Department for the instructions below must be done using your FirstClass Email account due to the confidential nature of the information to be transmitted.

Overview:

1. Verify your list of active staff members at your school
2. Select the appropriate FLDOE Job Codes found on Page 6 from the link : <http://www.fldoe.org/core/fileparse.php/7728/urlt/0100566-sfappende.pdf> and send the updated list back
3. Receive a new list with each staff AD account and password information
4. Staff should register for self-service if they have not done so, or they can also self-reset their password through these links:

Register: <https://register.osceola.k12.fl.us/default.apx>

Reset: <https://reset.osceola.k12.fl.us/default.aspx>

5. Staff sign in to the Homeroom/EdPlan website

The details of each step are described below

1. Verify your list of active staff members at your school. You have been sent a list of staff members at your school based on information in the Osceola District HR system. Go through this list and indicate for each staff person if they are currently an active staff member of your school or not. The list contains members that had been previously verified, as well as new staff members since last reviewed.

If a staff member does not appear on the list, enter their information on the list including their district assigned 8 digit ID number. (One reason that a person may not be on your list is that they moved to your school from another school in the district.) Once we have that information, we can determine any further action that may be needed.

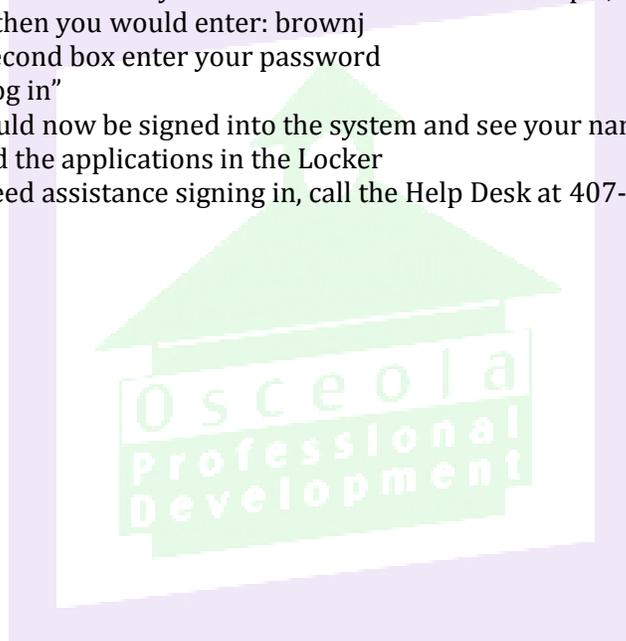
2. Send the updated list back. Using your FirstClass account, email the updated list to Mario Quintanilla at Information Services. You must use FirstClass to ensure secure communication of confidential information.
3. Receive a new list. A new list will be sent back to you. On the list will be each person's AD account name and their password. *You are responsible to keep this list confidential and not*

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allow anyone else to have access to it. You should securely notify each person of their AD account name and password.

Some charter school employees already have active AD accounts for access to Moodle or VPN. Those accounts will say “use current password” under the Password column. These accounts can be used now to access Homeroom.

4. For security reasons users should be highly encouraged to register first, then reset their password expeditiously after receiving their one-time use password from their School Principal, Director or Administrator.
5. Staff sign on to the Homeroom website.
 - a. Go to the following website: <https://homeroom.edplan.com/1201470>
 - b. In the first box enter your AD account name. For example, if your AD account is brownj then you would enter: brownj
 - c. In the second box enter your password
 - d. Click “Log in”
 - e. You should now be signed into the system and see your name on the top right of the page and the applications in the Locker
 - f. If you need assistance signing in, call the Help Desk at 407-870-4047



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Instructions for Private School Access

1. Private school employees need an Active Directory account to access the MyProfessional Growth System (MyPGS) through the EdPlan Student Success Portal. To receive an Active Directory account the Principal, or Director, of private school must submit to Professional Development the attached document with the following information:
 - a. School's Name (include school number if available)
 - b. Instructional staff roster which includes first, middle and last name
 - c. Position of each staff member
 - d. Designate each employee as either "Active" or "Inactive" to add or update their status
2. The roster should be updated at the start of each school year and at any time that there is a change in status for an employee (new hires, separation of service, etc...).
3. The school administrator will receive a list of user names and passwords for employees with log- in instructions. Directions are attached to this document.
4. Employees will need to log in to <http://homerroom.edplan.com/1201470> to access MyPGS.

MyPGS Help

- Employees that have an Active Directory account and need assistance with their log in or passwords, may contact the Help Desk at 407-870-4037. Note that passwords expire every 60 days and employees will need to contact the Help Desk to reset the passwords.
- Employees that have questions regarding a specific Moodle course, may contact the Professional Development Department at 407-518-2940.

