

Massachusetts Department of Education  
Pathways One Stop Career Center Initiative  
Fund Code: 627(Academic Year Program)/626(Summer Program)

MCAS/Competency Determination Data and FY06 Data Submissions  
SECURITY PORTAL TRAINING  
April 2006

1/ Go to the DOE's Security Portal: <https://www4.doemass.org/>. You can also locate the link to the security portal from the drop down menu on the right hand side of the main DOE website: <http://www.doe.mass.edu/>.

The screenshot shows a Mozilla Firefox browser window displaying the Massachusetts Department of Education website. The browser's address bar shows the URL <http://www.doe.mass.edu/>. The website header includes the "Mass.gov" logo and navigation tabs for "News", "District/School Administration", "Educator Services", "Assessment/Accountability", and "Family & Community". A "Commissioner's Welcome" section is visible on the left, along with a "SEARCH" box and a list of updates. The main content area features "HEADLINES:" with several news items dated from 2006, including "DPH and DOE Commissioners' Notice About School Preparedness for Pandemic Influenza" and "Commissioner's Update - March 21, 2006". A dropdown menu is open on the right side of the page, listing various services and resources, with "Security Portal" highlighted at the bottom of the list. Other items in the menu include "Forms Directory", "General Educational Development", "Grants: Information", "Information Services", "Laws & Regulations", "Health, Safety and Student Support Services", "MassONE (Mass. Online Network for Education)", "Math, Science & Technology/Engineering", "MCAS", "MCAS Appeals", "METCO", "No Child Left Behind" Federal Education Law, "Nutrition Programs", "Proprietary Schools", "Reading Office", "School and District Accountability", "School and District Profiles/Directory", "School Finance", and "School-to-Career Education". The footer of the website contains a disclaimer and navigation links for "Search", "Site Map", "Policies", "Site Info", and "Contact DOE".

2/ Enter your User Name and Password (Note: The Department will provide these to you if you have not already been assigned one. If you are having any trouble and/or forgot your username/password, please email [acsupport@doe.mass.edu](mailto:acsupport@doe.mass.edu).)

DOE Security Portal - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www4.doemass.org/auth/Login

Massachusetts Department of Education System Status · Search · Policies · Site Info · Contact DOE

### DOE Security Portal

**User Name (case sensitive)**  
award9

**Password (case sensitive)**  
\*\*\*\*\*

**login**

[Create ELAR Profile](#) | [Forgot User Name/Password](#)

Login allows access to secure Department of Education applications such as ELAR and MDCS. [More about the DOE Security Portal...](#)

Massachusetts Department of Education System Status · Search · Policies · Site Info · Contact DOE

Done www4.doemass.org

3/ Click on "Drop Box Central."

The screenshot shows a Mozilla Firefox browser window titled "Personalized Security Portal - Mozilla Firefox". The address bar contains the URL "https://www4.doemass.org/GetAccess/ResourceList". The page header includes the "Massachusetts Department of Education" logo and "Help | Logout" link. The main content area is titled "Personalized DOE Security Portal" and features a "Welcome !" message with the note "Last unsuccessful login:". Below this is a box labeled "Applications" containing a list of links: "Academic Support Student Data", "ASOST" (marked with a "new" icon), "Directory Profiles", "Drop Box Central" (indicated by a black arrow), and "ELAR Welcome Page". The footer of the page includes the "Massachusetts Department of Education" logo and links for "DOE Home", "Privacy", "Contact DOE", and "Logout". The browser's status bar at the bottom shows "Done" and the address "www4.doemass.org".

4/ Click on "ASSP File Exchange."

Massachusetts Department Of Education :- Drop Box Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www4.doemass.org/dropboxgeneric/dropboxmain.jsp

Mass.gov

Massachusetts Department of Education

Services

—Select Program Area—

Allison Ward | Mon Mar 27 08:12:00 EST 2006 | V:1.0.2 | Home | Security Portal | Logout

### Drop Box Central

Here is a list of the Drop Boxes you can use to share files with the Department.

Files from the Department to your organization are kept in the DOE OutBox. Files from your organization to the Department are kept in the DOE InBox.

Please select a Drop Box from the list and click the "Next" button.

- ASOST File Exchange
- ASSP File Exchange**
- ASSP History
- SES File Exchange

Next

Done

5/ Select the organization type "Academic Support Provider" and your organization's name. Then click "Next."

Massachusetts Department Of Education - Drop Box Application - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www4.doemass.org/DropBoxServlet.ser

Amison Ward (Administrator) | Mon Mar 27 06:30:01 EST 2006 | v.1.0.2 | Dropbox Explorer | Home | Security Portal | Logout

### ASPP File Exchange

Welcome to the ASPP File Exchange Dropbox.

This dropbox provides a secure way for districts to send and receive datasheets used for Academic Support Services Program.

Please select your district below and click "Next."

Zoom

1. **Select Organization Type** Academic Support Provider (28)
2. **Select Organization**
  - Alliance For Inclusion And Prevention
  - Anti-Displacement Project
  - B.E.L.L.
  - Boston Learning Center
  - Boston Partners In Education
  - Boston Private Industry Council**
  - Brainfuse
  - Bristol Workforce Investment Board
  - Citizen Schools
  - Club Z! In-Home Tutoring Services
3. **Click "Next" button** Next

Massachusetts Department of Education [Search](#) [Site Map](#) [Policies](#) [Site Info](#) [Contact DOE](#)

Done

6/ The file with MCAS and CD (competency determination) data is available in the "DOE Outbox." It is labeled with your organization's name and then "\_MCAS.xls."

Massachusetts Department Of Education - Drop Box Folder - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www4.doemass.org/DropBoxServlet.ser

To send a file to the Department, click the "Browse" button. This will open a new window prompting you to browse for the file location. Make sure the file you want to send is

Zoom

To upload a file :

1. Click the "Browse" button
2. Select the file to upload (DOE OutBox) Valid file extensions: .xls, .csv, .doc, .sav
3. Click the "Upload File" button

EXPAND ALL

CLOSE ALL

- ASSP \ Boston Private Industry Council \DOE OutBox
  - 2004 ASSP REMINDER 10-22-03.doc 24.0KB 10/24/03 01:28 PM
  - Directions for dropbox1022.doc 315.5KB 10/22/03 05:20 PM
  - **Boston\_MCAS.xls 141.0KB 03/27/06 08:14 AM**
- ASSP \ Boston Private Industry Council \DOE InBox
  - Boston PIC\_597\_ELA\_Math\_Student Rosters.xls 45.0KB 09/27/04 04:13 PM
  - DOE Uploaded Data April 16.xls 23.5KB 05/03/04 09:40 AM
  - DOE Uploaded Data Jan 22.xls 19.5KB 01/22/04 03:31 PM

Massachusetts Department of Education [Home](#) [Site Map](#) [Policies](#) [Site Info](#) [Contact DOE](#)

https://www4.doemass.org/DropboxStorage/ASSP/ASSP\_28\_30000503/OutBox/Boston\_MCAS.xls

7/ To upload your organization's complete FY06 data file. Click on "Browse."

Massachusetts Department Of Education - Drop Box Folder - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www4.doemass.org/DropBoxServlet.ser

Allison Ward (Administrator) | Mon Mar 27 08:13:55 EST 2006 | V:1.0.2 | DropBox Explorer | Home | Security Portal | Logout

### ASPP File Exchange

MESSAGE TO GRANT RECIPIENTS:

To send a file to the Department, click the "Browse" button. This will open a new window prompting you to browse for the file location. Make sure the file you want to send is

Zoom

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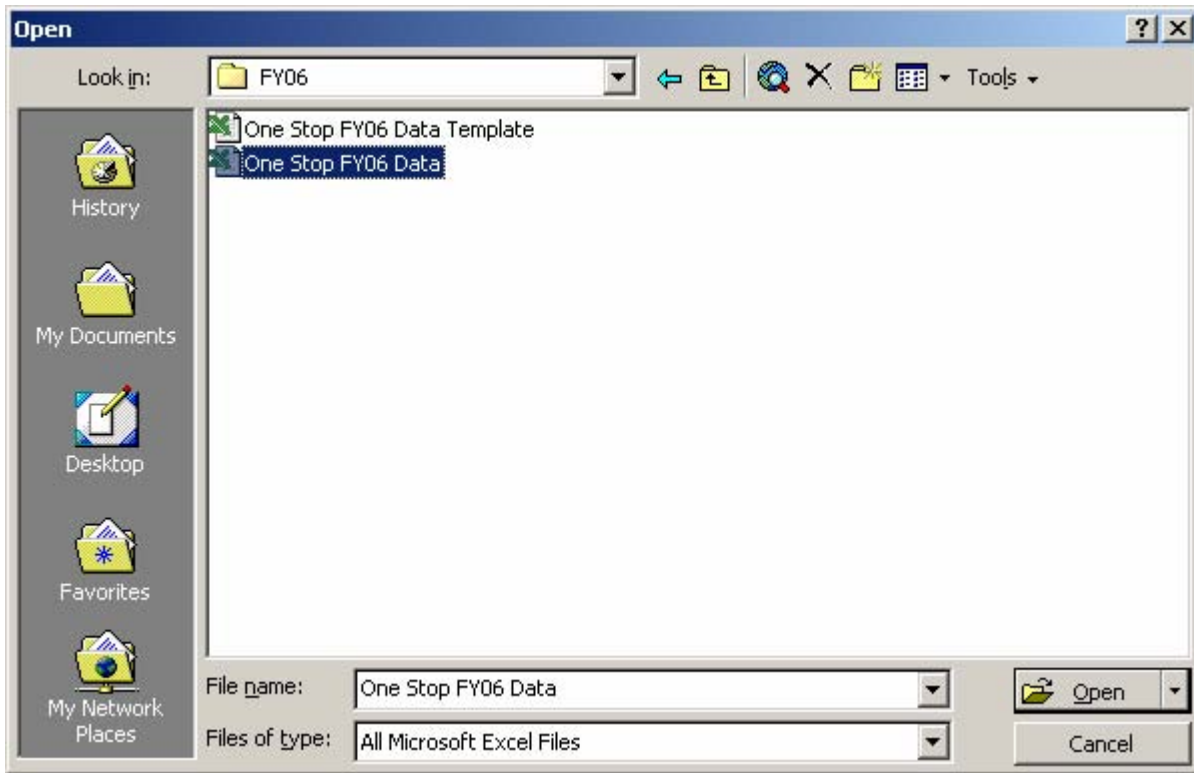
EXPAND ALL

CLOSE ALL

- ASPP \ Boston Private Industry Council \DOE OutBox
  - 2004 ASPP REMINDER 10-22-03.doc 24.0KB 10/24/03 01:28 PM
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  - DOE Uploaded Data Jan 22.xls 19.5KB 01/22/04 03:31 PM

Done

8/ Select your saved data file and click "Open."



9/ Click "Upload File."

Massachusetts Department Of Education - Drop Box Folder - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

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To upload a file :

1. Click the "Browse" button
2. Select the file to upload (DOE OutBox) Valid file extensions: .xls, .csv, .doc, .sav
3. Click the "Upload File" button

C:\Documents and Sett Browse...

Upload File

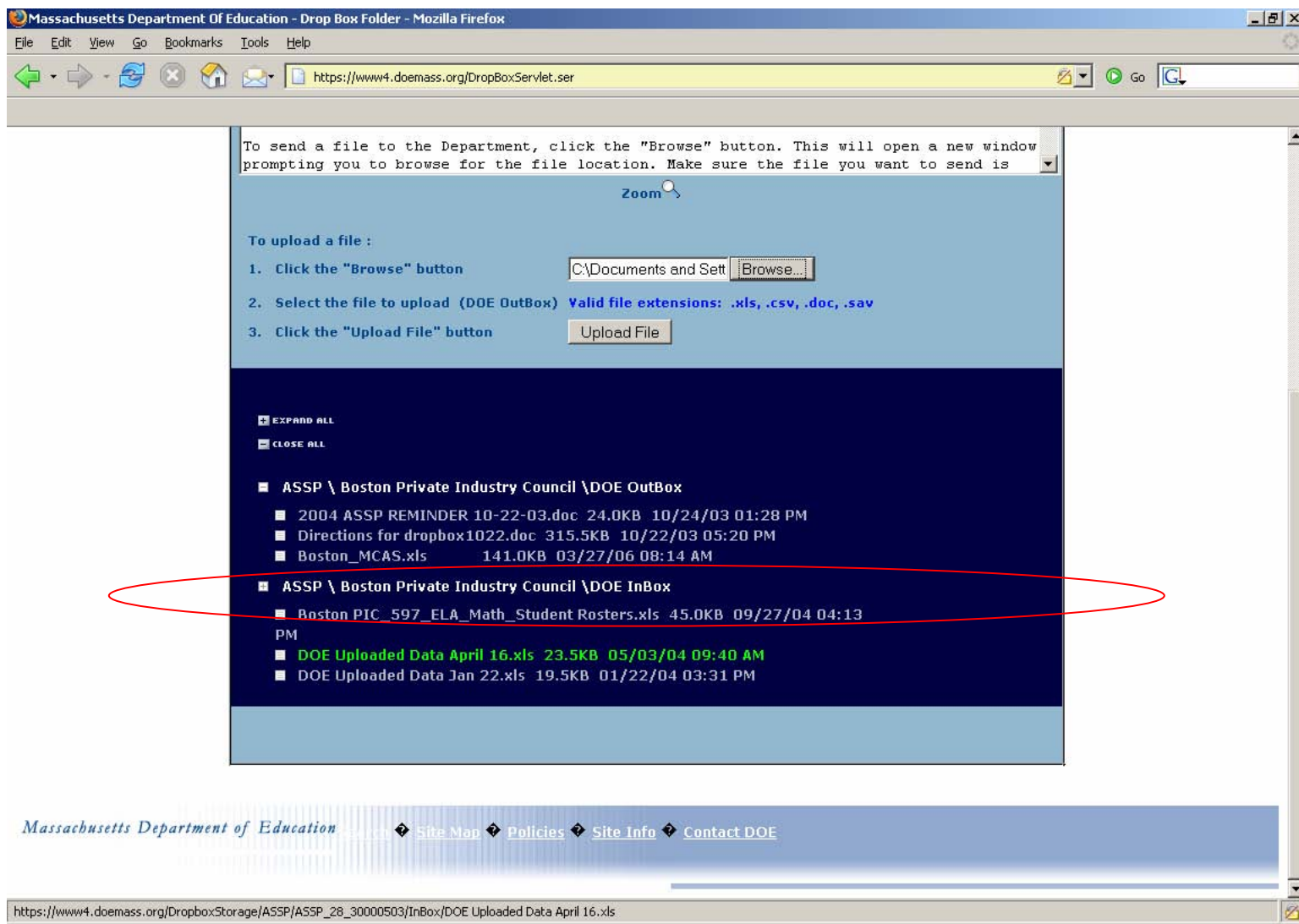
EXPAND ALL

CLOSE ALL

- ASPP \ Boston Private Industry Council \DOE OutBox
  - 2004 ASPP REMINDER 10-22-03.doc 24.0KB 10/24/03 01:28 PM
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  - DOE Uploaded Data Jan 22.xls 19.5KB 01/22/04 03:31 PM

Done

10/ A "File Uploaded Successfully!" message will appear and the data file uploaded will now be located in the "DOE Inbox."



For more information contact Allison Ward, Student Support Data Specialist, via [ACsupport@doe.mass.edu](mailto:ACsupport@doe.mass.edu) or 781-338-3232.