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 (<u>https://restrictedbi.fldoehub.org/CCTCMIS/dt/</u>).

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:

	All-In-1 Data Certifical 2011-12	tion I
Jse this f	orm for all data base certifications and submissions.	
INSTRUCT	IONS: Complete Steps 1-6 to submit.	
NSTRUCT	TONS: Complete Steps 1-6 to submit. Brevard	~
INSTRUCT Step 1: Step 2:	TONS: Complete Steps 1-6 to submit. Brevard Select Certification/Submission Type	~
INSTRUCT Step 1: Step 2:	TONS: Complete Steps 1-6 to submit. Brevard Select Certification/Submission Type Select Certification/Submission Type	~

Step 1. Select your institution.Step 2. Select the type of certification you are submitting.

- Step 3:
 2011-12 IPEDS Fail Collection Upload Certification

 Do you prefer that CCTCHES upliad your IPEDS data, check Yes or he below

 (*
 Yes, we would like CCTCHES to uplead state level data for the 2011-12 Fail IPEDS Collection for both the 32 Month Enrolment Survey and the Complete Burvey.

Please return form on later than 3:00 PM, September 21, 2011.

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.)

Using the All-In-1 District Certification Form



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. Superintendent (Print/Type Name): Approver's Title:						
	* Superintendent					
Superintendent (Signature):						
Submitter (Print/Type Name):	Submitter's Phone:					
	*	*				
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. of the unit to ⇒ DROWSER of the type POECh (for each on type folder.						
4. Click on Upload ⇒ BROWSE. Select t	the PDF file from Step a above and up	load the PDF file.				

- a. Red * indicates the fields that must be completed <u>before</u> 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.)

с	Using the browsers menu bar, click		Print Preview		
с.	on the printer icon and print.	(📄 🔝 🖾 💭 🖃 🔝 1 Pag		
			Print Document (Alt+P)		
d.	You are now back to the form, click		aldistcert		
	on CLOSE (located in bottom-left of the window.)	*	Seve Seve As Close		
e.	IMPORTANT : The Save dialog		Florida District Syst All-In-1. Data Certificati		
	box appears, click NO as there is no		2011-12 Last the form for ellidate base contifications and submissions.		
	need to save the unsigned form.		INSTRUCTIONS: Complete Steps 1-8 to submit.		
	C		Step 1: Enward		
			Step 2: IPEOS Fail Collection		
			Step 3: 2011-12 IPEDS Fell Collection		
			Do you prefer that CCTCMIS upleed your IPEDS date, check Yes :		
			Yes, we would like CCTCMIS to uplead state leve Collection for both the 12 Month Enrollment Surv		

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.

Туре	Name
	2011-12

d. Lastly, click on the Certification Type folder.

i ype	Name
	IPEDS Fall Collection

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