

## ECYEH Reporting System – Getting Started

The following steps are provided to help you log into the ECYEH Reporting System for the first time and to direct you to the main reporting functions that you will use. If you have any problems with these steps, please email [ECYEHSupport@aiu3.net](mailto:ECYEHSupport@aiu3.net) and provide details about the issue you are experiencing in your message.

### Initial ECYEH System Login

**Step 1:** Access the ECYEH Reporting System Login screen: <https://egd.aiu3.net/ecyeh>.

**Helpful Hints:** Be sure that your internet does not block the site and bookmark the address so that you can return to it in the future. The reporting system works best with Google Chrome. Avoid using Internet Explorer as there are known compatibility issues with certain versions.

**Step 2:** Initially, you will need to set up your password in the system if you do not already have one.

- a. Click on the 'Forgot Password?' link in the lower right corner of the Login box.
- b. Enter your email address.
- c. Click the 'Email reset info' button. A message box will appear after you've clicked it that states, *"If your user account is found you will receive an email with instructions to reset your password."*
- d. You will then receive the "Email Recovery" email from ECYEH Support in your inbox shortly afterwards that contains your RESET PASSWORD link.
  - Be sure to check your junk email folder if it does not appear within a few minutes.
  - If the email shows up anywhere other than your inbox, change your settings to allow any emails from [ECYEHSupport@aiu3.net](mailto:ECYEHSupport@aiu3.net) to come to your inbox, as update and reminder emails are sent periodically throughout the program year. If you are unsure of this process, contact your technical support group within your LEA to assist you.
  - Ensuring receipt of all emails from [ECYEHSupport@aiu3.net](mailto:ECYEHSupport@aiu3.net) is important given that frequent blast email reminders from are sent from it.

Step 3: Click the RESET PASSWORD link in the email you received.

- a. A Password Reset screen will appear in your browser.
- b. Enter your password, confirm the entry, and then click on the 'Reset' button.

Helpful Hint: Be sure to follow the restrictions for the password as indicated below the data entry boxes on the screen. Additionally, if you intend to allow another person in your organization to have access to your account for data entry purposes, be sure to make the password choice unique, differing from any personal password choices you have made previously. Each LEA/organization is permitted only one system user, so this might be an option for some who wish to allow multiple individuals within the organization to access the data entry system.

- c. A message box will appear that confirms the change. Follow the link in the box to return to the system login page. Use your email address and newly assigned password as your login to access the system now.

Helpful Hint: You can always reset your password using the 'Forgot Password?' feature any time you cannot locate or recall it.

## Downloading Reports

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If you are the liaison entering the new program year, you will not need to download any reports. However, if you are a new liaison within the program year, you will want to run your report as all records will have been transferred to you with your initial system account activation.

Helpful Hint: Note that the records displayed on the ECYEH system screen after Step 1.b. below are only a subset of the data entered for quick reference. Only 15 records per selected page will be listed. If the record count exceeds 15, you will see page numbers in the dark blue bar immediately following the records, one page for each set of 15 records. You can click on each page number individually to go to that page of records, however, viewing the data in the Excel download can be far more efficient if you are dealing with a significant number of records in the system.

### Step 1: Downloading ECYEH Data Reports

- a. Go to the 'Report' tab in the yellow navigation bar and select 'Report' in the dropdown selection.
- b. Click the magnifying glass icon to the right of the search criteria. You may need to wait a few seconds before data appears below the search boxes.
  - If nothing appears (your LEA name does not appear in the LEA search dropdown list either), that means no records have been entered for your LEA.
  - If at least one record appears, you can download the data to an Excel file.
- c. To download data to Excel, click on the 'Download Results' button at the bottom of the screen.
- d. Find the 'Downloads' tab on your browser's toolbar with the Excel file. If you cannot locate it in your browser, you can access the Download folder in your File Explorer to open the file as well.
- e. Click on the "ECYEHDownload" file to open it in Excel.
- f. After the file opens, click the 'File' tab at the top left of your Excel toolbar and then click 'Save As' to save the file where you would like it to be stored.

### Step 2: Downloading your LEA Profile Report

- a. You can obtain your LEA Profile files by selecting the 'LEA Profile Report' option under the 'Report' tab.
- b. A new screen will appear containing three options:
  - 'LEA Profile Questioning the Data Guide',
  - 'LEA ECYEH Profile for Internal use', and
  - 'LEA ECYEH Profile for External use'.
- c. Click on each option individually and save them as PDF files.
  - LEA Profile data are provided for the prior program year (once the files are complete for that prior year).
  - See also the video link provided as the second option under the 'Report' tab. It is called 'PTW 2022: Understanding and Using Your ECYEH Program LEA Profile Video' which will aid in the interpretation of your LEA Profiles.

### Help Documentation

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Access the 'Help' tab in the ECYEH System's yellow navigation bar to find a list of Quick Guides and other resources to assist in the process of reporting the data for your children and youth experiencing homelessness. If you are still in need of assistance after utilizing this information source, email [ECYEHsupport@aiu3.net](mailto:ECYEHsupport@aiu3.net) and provide a detailed message about the issue you are experiencing.

## Data Entry

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Before entering data, please review the directions provided along with this file.

**Helpful Hints:** If you have no records to enter for the month, go to the 'Home' tab in the yellow navigation bar and click on the 'Click here ONLY if you have no students to add or update for the current month' button, located in light blue at the top left side of the screen. This is a simple indication that you have accessed the system but have no records to submit for that month. Note that the region coordinator offices monitor monthly data entry, so it is important that you enter/update your records on a frequent basis.

**Step 1:** Click the 'Entry' tab in the yellow navigation bar for all data entry.

**Helpful Hint:** If a record for a child already exists in the data system, you need only update that record. You will not have to reenter their data; only make the changes that are necessary. Refer to the **Updating Records** section for this process.

**Step 2:** Enter all data based on the directions file indications.

**Step 3:** After completing data entry for a record, click on the 'Add/Update this record' button in the bottom left corner of the screen.

- Note that after you enter a record, you can then verify successful data entry in the 'Report' section as outlined in the **Downloading Reports** section of this document.
- If you have questions about data entry, please start by referring to the directions file. If you still have questions, email [ECYEHSupport@aiu3.net](mailto:ECYEHSupport@aiu3.net) and provide a detailed message that outlines the issue you are experiencing.

## Updating Records

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**Step 1:** Click the 'Entry' tab in the yellow navigation bar for all data entry.

**Step 2:** Update a record previously entered by using the 'Search' option at the top of the entry screen in the blue background section. Be sure to click on the word itself to bring up the search window.

**Helpful Hint:** These procedures are also outlined in the Quick Guides under the 'Help' tab in the yellow navigation bar.