

Getting Started in the ECYEH Reporting System, 2023-24

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 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 retrieve your temporary password from the system.

- a. Click on the 'Forgot Password?' link in the lower right corner of the Login box.
- b. Enter your last name and email address.
- c. Click the 'Send my password' button. A message should appear below the button after you've clicked it that states, "An email has been sent to [*your email address*]".
 - If the message reads, "That Last Name and Email combination was Not found.", check the spelling of your entries and refer to how your name appears at the bottom of the welcome email to ensure all information provided for your initial account set-up was correct.
 - If you are still unable to receive the initial message indicated above, contact ECYEHSupport@aiu3.net and provide the issue you are experiencing in your message.
- d. Once you see the message that an email has been sent, you should receive the system-generated "Email Recovery" email in your inbox shortly afterwards that contains your temporary password.
 - 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 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 is important given that frequent blast email reminders from are sent from it.

Step 3: Log in to the system using your temporary password.

- a. Go back to the Login screen on the website by clicking on the 'Return to Login' link in the lower right corner of the box.
- b. Enter your User ID (this is your email address) and the password (provided in the email) and then click on the 'Log In' button.
- c. You will then be on the 'Home' page of the ECYEH Reporting System.

Step 4: Create your own password to replace the temporary one.

- a. Click on the 'Administration' tab in the yellow navigation bar at the top of the screen.
- b. On the new screen, enter the temporary password you used to log into the system in the 'Current Password' box.
- c. Enter your desired new password in the 'New Password' box and re-enter it in the 'Confirm New Password' box.

Helpful Hints: 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.

- d. When the password choice and entry are complete, click the 'Submit' button.
 - Check to make sure that a red banner with an error message does not appear at the top of the screen under the yellow navigation bar. If it does, correct the error indicated.
 - When all new password entries are correct, you will see "Successfully Updated" in a green banner under the yellow navigation bar and a message box with a light green highlighted message that says, "Password changed successfully."
- e. Click the 'Close' button and record your new password somewhere for reference.
- f. It is highly recommended that you log out of the system ('Logoff' tab in the yellow navigation bar), access the site again, and log in again immediately to input the new password to allow your browser to save it for future access.

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

Downloading Reports

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

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 and provide a detailed message about the issue you are experiencing.

Data Entry

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 and provide a detailed message that outlines the issue you are experiencing.

Updating Records

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.