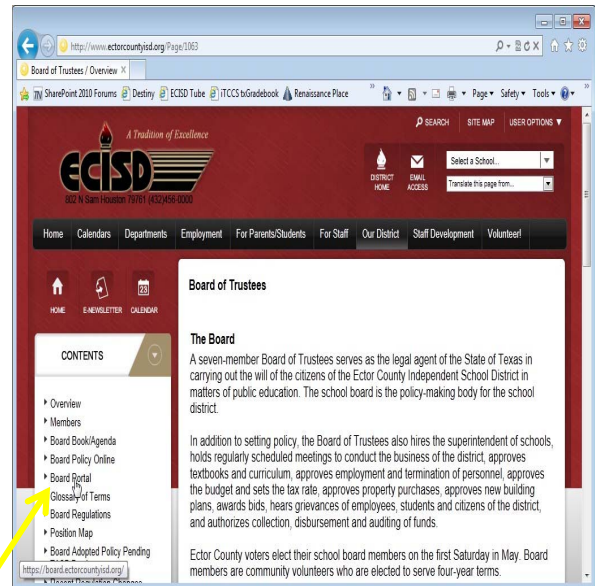


Board Portal

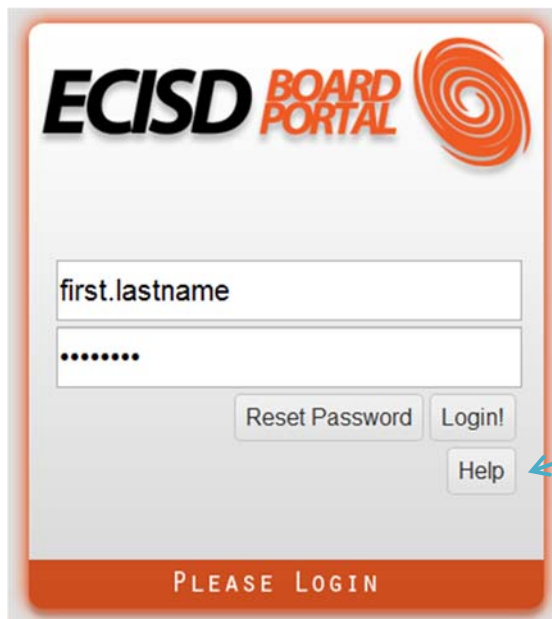
Accessing

Go to the ECISD website. Hover over “**Our District**” and choose “**Board of Trustees**” from the resulting menu.



On the left side of the Board of Trustees page, choose “**Board Portal**”.

That brings you to the log in page. Using you ECISD credentials, log in to the Board Portal.



This button starts an email to the Board Portal team.

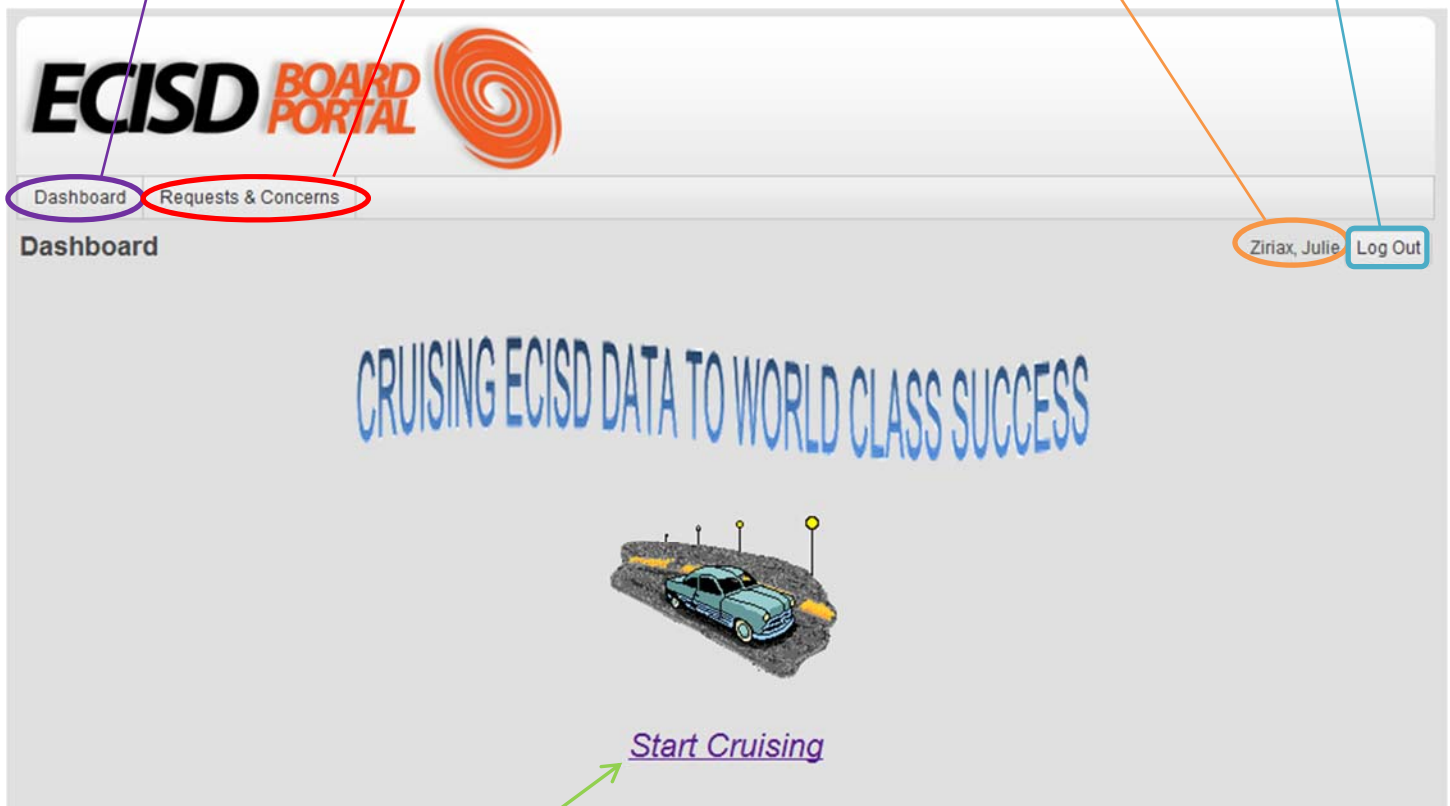
Navigation

Clicking the “Requests & Concerns” menu item will take you to the Requests and Concerns page.

Clicking the “Dashboard” menu item will bring you back to the page shown here.

Logs you out of the Board Portal. Not required but recommended before closing your browser.

Should be you



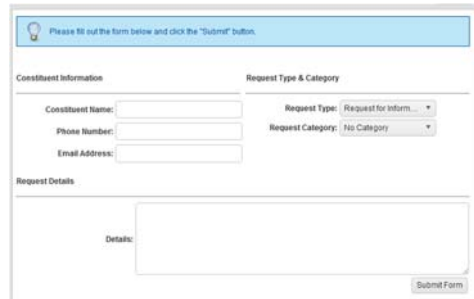
This is where you will find a link to the data driven charts and graphics representative of our District.

Click “**Start Cruising**” at the bottom of the page and a new window will open with the Dashboard itself.

Requests & Concerns

The Requests & Concerns page is a compilation of constituent Concerns, Requests for Information and Requests for Assistance.

To enter a constituent request or concern, click the create button, complete the form and submit.

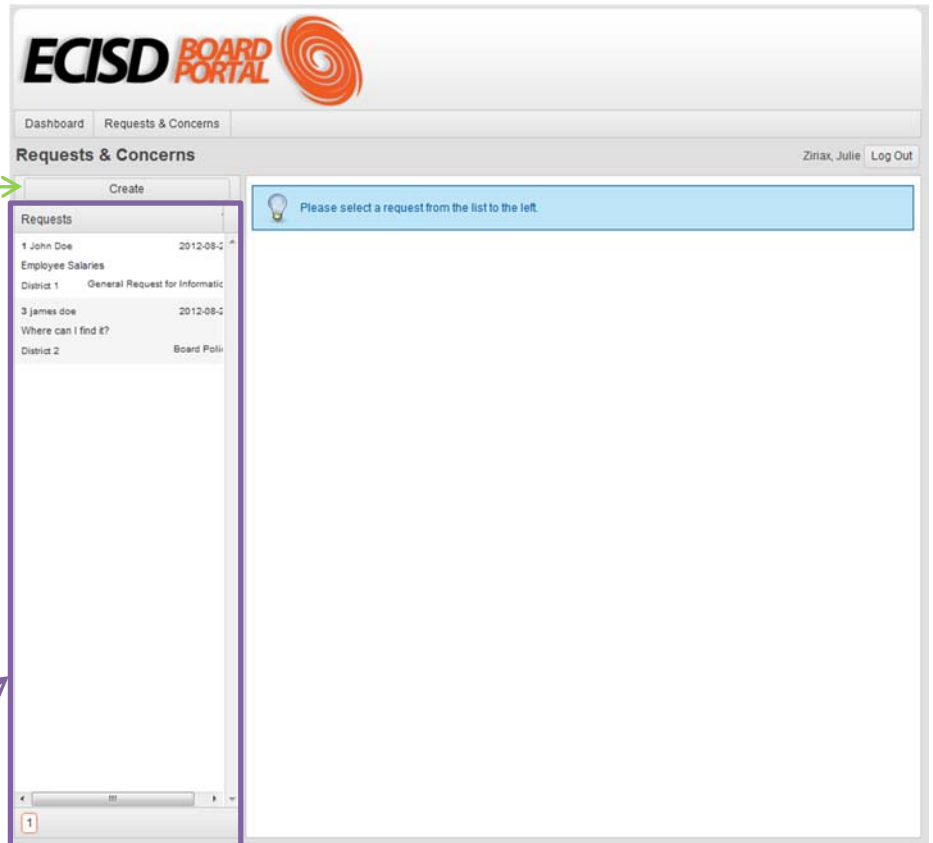


Please fill out the form below and click the "Submit" button.

Constituent Information	Request Type & Category
Constituent Name: <input type="text"/>	Request Type: <input type="text" value="Request for Inform..."/>
Phone Number: <input type="text"/>	Request Category: <input type="text" value="No Category"/>
Email Address: <input type="text"/>	

Request Details

Details:



ECISD BOARD PORTAL

Dashboard Requests & Concerns

Requests & Concerns Ziriak, Julie Log Out

Create

Please select a request from the list to the left.

Requests	
1 John Doe Employee Salaries District 1 General Request for Informatic	2012-08-2
3 James doe Where can I find it? District 2 Board Poli	2012-08-2

The left side of the Requests & Concerns page is a list of all requests and concerns currently in the system.

Once a concern or request is submitted, only system administrators can edit it. Contact the Board Portal Team to have a request edited.

Select a request from the list and you will get all information pertaining to that request on the right side of the page.

The first tab in the details section are the "Request Details" which shows the constituent's information, type of request, who was assigned to handle the request and specifically what the request was.

1

The second tab is "Constituent Response & Completion" which shows how the request was handled and any response the constituent made.

Constituent Response

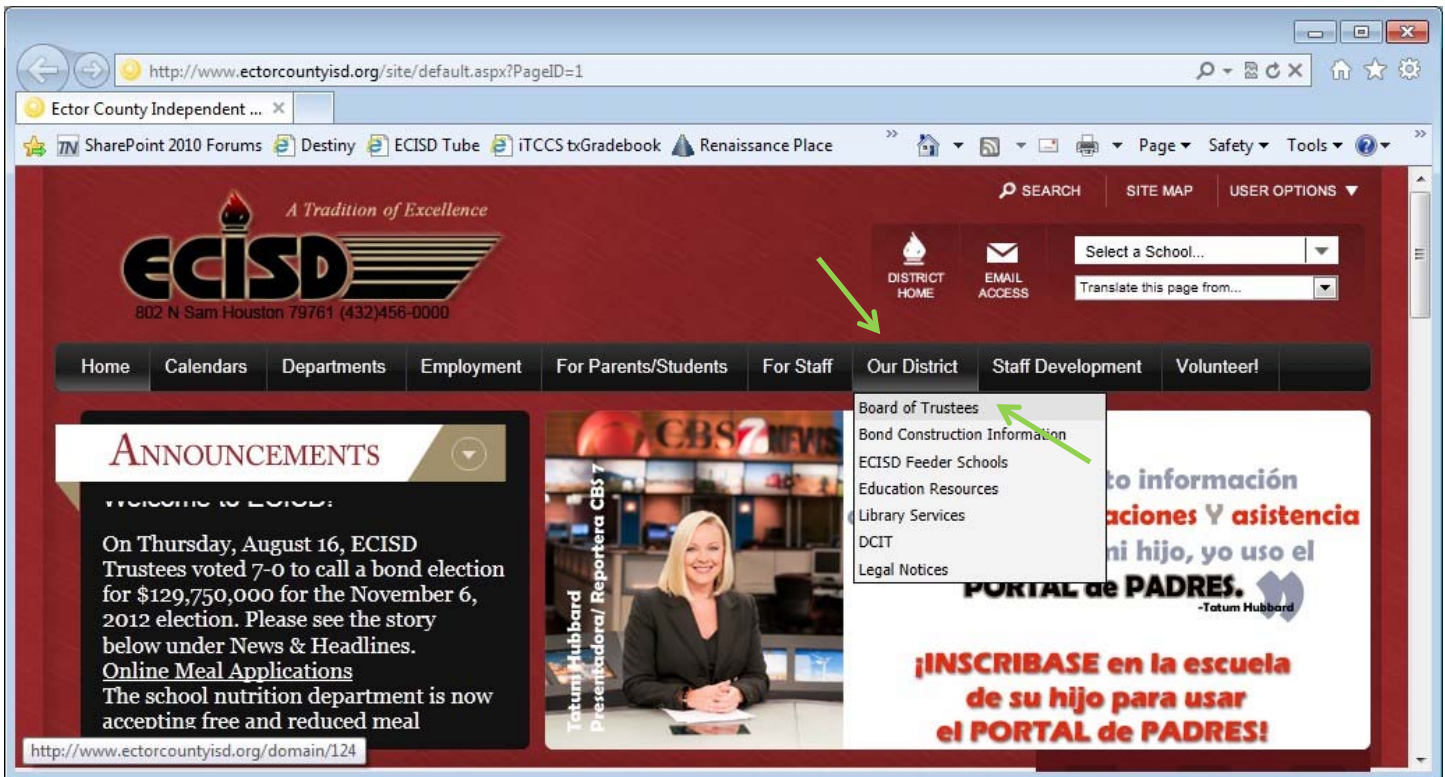
Was the Constituent informed of the District grievance procedures? No

The third tab is the "Request Log" which shows the tracking of all changes made to the request.

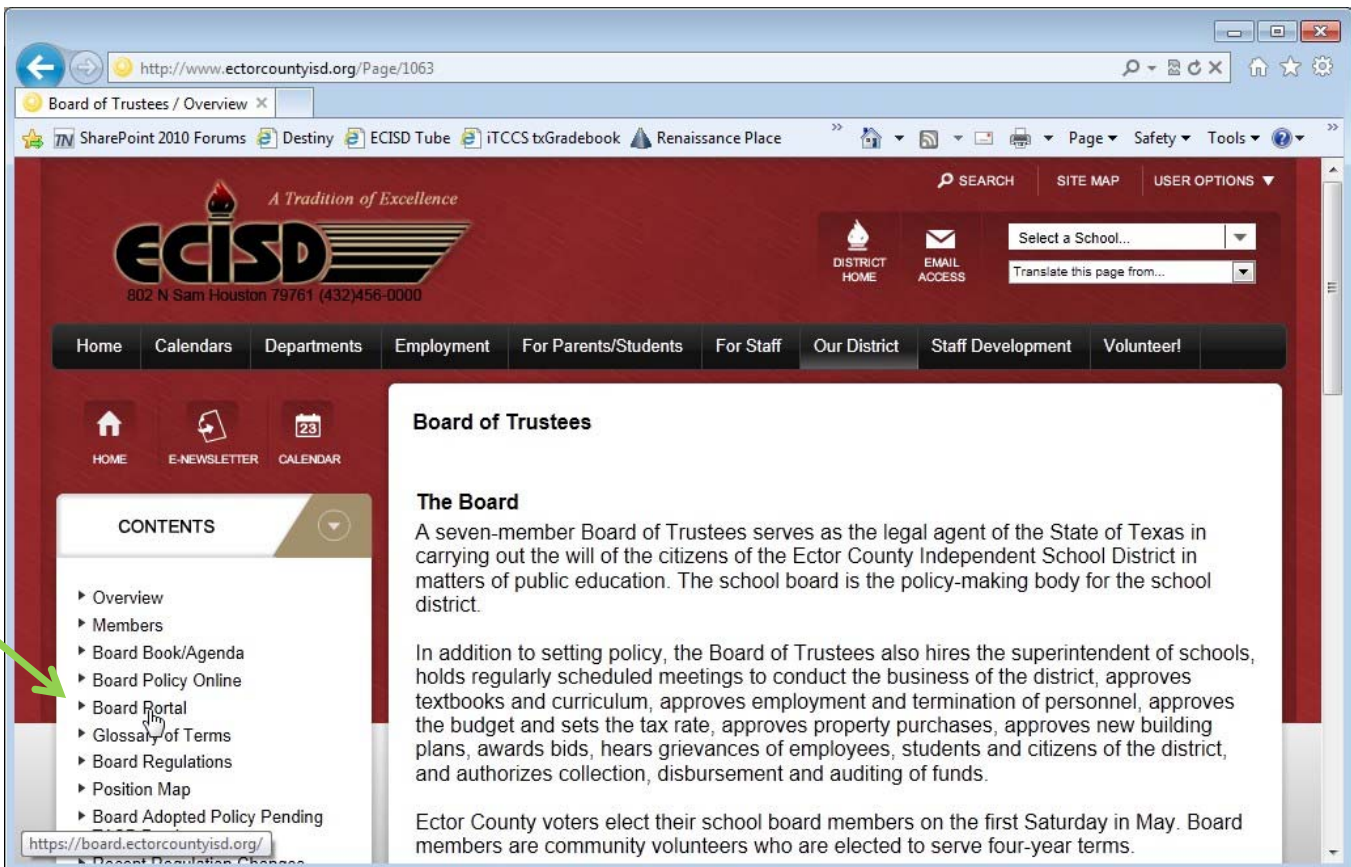
Request Details	Constituent Response & Completion	Request Log		
Request was re-assigned to Zirix, Julie .		Zirix, Julie	2012-08-27	03:13:26

Access outside ECISD Network

Start by going to the ECISD website, hover over “Our District” and select “Board of Trustees” from the resulting menu.



On the Board of Trustees page, select “Board Portal” from the list on the left.



You will then get the UAG Portal log in page. Use the same ECISD credentials you use for the Board Portal.

ECISD

Security ([Show Explanation](#))

This is a public or shared device

This is a private computer

Use Outlook Web Access Light

User name: first.lastname

Password: ●●●●●●●

Log On

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Once you are logged in to UAG, you will automatically be forwarded to the Board Portal log in page. You will have to enter your credentials again to gain access to the site. From there it all works the same as it does inside the ECISD network.

ECISD BOARD PORTAL

first.lastname

●●●●●●●

Reset Password Login! Help

PLEASE LOGIN

Board Portal Team

Contacts

Dr. HT Sanchez

Work: 432 456-8891

When: Anytime

Board Portal Team

Email: boardhelp@ectorcountyisd.org

When: Anytime

Help Desk

Phone: 432 456-8649

Email: tech.support@ectorcountyisd.org

When: Monday – Friday, 7:00am-5:00pm