

MEDMS

Maine Education Data Management System

User's Manual

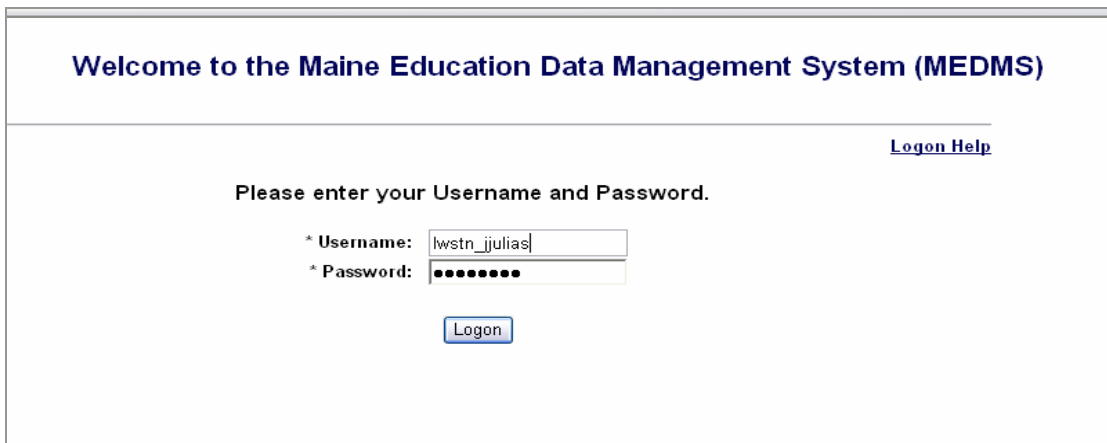
MEDMS – Maine Education Data Management System

I. Logon as New User:

1. Open a browser (Internet Explorer 5.0 or above) and enter the MEDMS URL.
<https://www.medms.maine.gov/MEDMS> [Note the https—not http.]
2. The System displays a *Logon* screen.

Your username will be "lwstn_" + the first character of your first name + your last name. For example: The username for Joseph Julias is "lwstn_jjulias" [Do not type the quotes.]

When entering the MEDMS application for the first time, use the initial generic password. [Call the Tech Office (753-6416) or Human Resources (795-4100) if you don't know the password.]



Welcome to the Maine Education Data Management System (MEDMS)

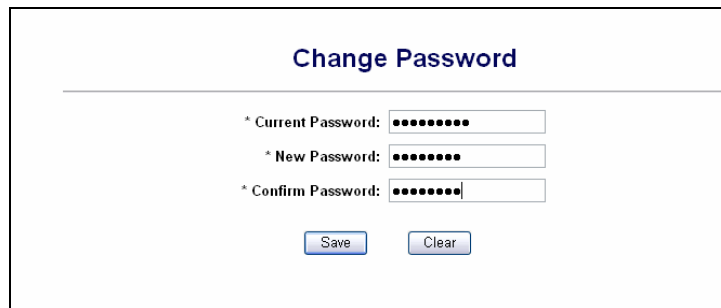
[Logon Help](#)

Please enter your Username and Password.

* Username:

* Password:

3. Click the **Logon** button.
4. The first time you enter this system, it will display a *Change Password* screen. (If this is NOT your first time in the system, jump to Step 7.)



Change Password

* Current Password:

* New Password:

* Confirm Password:

5. Enter the current password (that initial generic password you used to log in to the system). Then enter your new password in both the New Password and Confirm Password boxes.

Your new password should contain at least one capital letter and one number.

6. Click **Save**.
7. The System displays a Main Menu bar in the top frame with links to selected application areas (based on your access permissions) and a *Welcome* screen in the main content area.

II. Updating My Profile Information

This functionality is used to change your own staff record in the MEDMS system.

1. Select **My Profile** from Application and click 'GO'. **(a)**
2. Select **Update** from Action and click 'GO'. **(b)**



Maintain Staff

School Year: 2003-2004

3. MEDMS opens the *Maintain Staff* screen with your information displayed in 'edit' mode. This means that all previously set fields are filled by the database and can be modified. **(c)**

4. Update any of the information that was previously saved to the MEDMS database.
5. Click the **Save** button. **(d)**

6. The 'Lewiston School Department' link at the bottom of the *Maintain Staff* page will take you to your assignment. (e)

Employment Data:			
SAU	Start Date	End Date	Status
Lewiston School Department	07/01/2003	06/30/2004	Active

7. The *Staff SAU* screen is displayed
8. Update the information about you that is stored in the MEDMS database (except the specified SAU). (f)
9. Select the **Save** button. (g) (No information will be saved if you click on 'Cancel') (h)
10. Click on 'Add Job' if none is listed or to add an additional job.. (i)
11. Selecting End Job will cause the Job Function listed in the table to be deleted. (j)

Staff SAU School Year: 2003-2004

* SAU/Private School Name:

* Work Contact Phone:

* Rate of Work: Full-Time Employee Part-Time Employee

* Years Worked For This SAU:

* Date Work Started:

* Date Work Ended:

Other Responsibilities (check all that apply):

<input checked="" type="checkbox"/> After School Provider	<input type="checkbox"/> Jr. ROTC (Non-Teaching)
<input type="checkbox"/> Alternative Education	<input type="checkbox"/> Migrant Education
<input type="checkbox"/> Computer Tech	<input type="checkbox"/> Nurse Aide
<input type="checkbox"/> Drug & Alcohol	<input checked="" type="checkbox"/> Reading Recovery
<input type="checkbox"/> English As A Second Language	<input type="checkbox"/> Special Ed. Regional Program
<input checked="" type="checkbox"/> Health Coordinator	<input type="checkbox"/> Substitute
<input type="checkbox"/> Jobs For Maine Graduates	

(g) (h)

Job Functions:				Add Job
Position	School	Level Of Assignment	Subject Matter	
ASSISTANT TEACHER (TECH II)	Lawrence High School	SE	RR	End Job (j)

12. Click on the link displayed under Position to edit job information.
13. The *Job Function* screen opens. (See screenshot on following page.)

Job Function

School Year: 2003-2004

q-

* Position Title:

* School Name:

* Level of Assignment:

* Subject Matter:

* Curriculum Category: Regular Vocational

* Salary:

* Days Scheduled to Work:

* Hours per Day:

* Start Date:

End Date:

r-
 -s

14. Update any of the information that was previously saved to the MEDMS database for this job function. (q)

15. Select the **Save** button. (r)

If you select **Cancel** on the *Job Function* screen, no information will be saved to the database and you will be returned to the *Staff SAU* screen. (s)

16. The data entered is saved in the MEDMS database.

17. The *Staff SAU* screen is displayed with the updated job function showing in the list at the bottom of the screen.

18. Click on 'Logoff' (in the upper right-hand corner of the window) when complete.

Technical Support

- View the MEDMS On-line User Manual
<http://websupport.nbbu.xwave.com/MEDMS/usermanual/usingmedms.htm>

or

- For MEDMS application questions contact your local MEDMS Administrator:
 Carlos Montalvo cmontalvo@lewnet.avcnet.org
- For questions concerning employment data contact:
 Jackie Little, Benefits Specialist at 795-4100 x206 or jlittle@lewnet.avcnet.org