

Shared System User Guide

What is a Shared System?

- It allows you to assign participants to multiple sites
 - If shared data is updated in one site, it updates system wide.
 - Once assigned, you have the ability to enroll them into activities and take attendance.
 - This setup eliminates the need to create records at each site and reduces the time spent on data entry.
 - If you are unable to find a participant to assign, you can request that a new student record be created by following the steps listed below in the 'Creating Participant Records' section.

Assigning Participants

1. Select 'Participants & Staff' and click on the 'Assign Youth' tab

The screenshot shows the Napa County Shared System interface. The top navigation bar includes 'Napa County' on the left and 'Logout' on the right. A secondary navigation bar contains 'View Persons' and 'Assign Youth', with the latter highlighted in yellow and a red arrow pointing to it from the 'Participants & Staff' menu item. The left sidebar menu includes 'Home', 'Participants & Staff' (highlighted in red), 'Group Activities', 'Surveys', 'Partners', 'Reports', 'APR Reports', and 'Utilities'. The main content area is titled 'PARTICIPANTS & STAFF' and 'Napa Demo District - Napa Demo School 01'. It features a 'View by Type' section with links for 'View Youth Participants', 'View Adult Participants', and 'View Program Staff'. Below this is a 'View by Last Name Initial' section with a grid of letters A through Z. To the right is a 'Search' section with input fields for 'First Name:', 'Last Name:', 'State ID (SSID):', and 'Grade 16-17'.

2. Search for the participant's name. You can search using:
 - a. First name (partial or exact), last name (partial or exact), date of birth (exact), or AERIES ID (exact)

Napa County [Logout](#)

[View Persons](#) [Assign Youth](#)

ASSIGN PERSON TO SITE

Person Type:
 Youth Participants ▼

AERIES ID

DOB

First Name
 Aaro

Last Name
 A

[Find Person](#)

3. Once found, click 'Assign'. To confirm the participant has been assigned, in the 'Action' section it will say 'Assigned'. The participant will then be available to be enrolled into services. If the student already exists in your site, the 'Assign' link will instead read 'Assigned' (noted below).

Napa County [Logout](#)

[View Persons](#) [Assign Youth](#)

ASSIGN PERSON TO SITE

Person Type:
 Youth Participants ▼

AERIES ID

DOB

First Name
 Aaro

Last Name
 A

[Find Person](#)

Page 1

Last Name	First Name	DOB	AERIES ID	Grade (2017-18)	Action
Aaronsen	Aaron	9/23/2010	123456		Assign

[Click here to add new person.](#)

View Persons Assign Youth

Home
Participants & Staff
 Group Activities
 Surveys
 Partners
 Reports
 APR Reports
 Utilities
 PIN Student Sign In/Out
 Help Center
 Account Settings

ASSIGN PERSON TO SITE

Person Type:
 Youth Participants

AERIES ID

DOB

First Name
 Aaro

Last Name
 A

Find Person

Page 1

Last Name	First Name	DOB	AERIES ID	Grade (2017-18)	Action
Aaronsen	Aaron	9/23/2010	123456		Assigned

[Please complete the New Participant Request Form.](#)

Creating Participant Records

1. Search for the participant using the instructions listed previously.

Napa County Logout

View Persons Assign Youth

Home
Participants & Staff
 Group Activities
 Surveys
 Partners
 Reports
 APR Reports
 Utilities
 PIN Student Sign In/Out
 Help Center

ASSIGN PERSON TO SITE

Person Type:
 Youth Participants

AERIES ID
 987654

DOB

First Name
 John

Last Name
 S

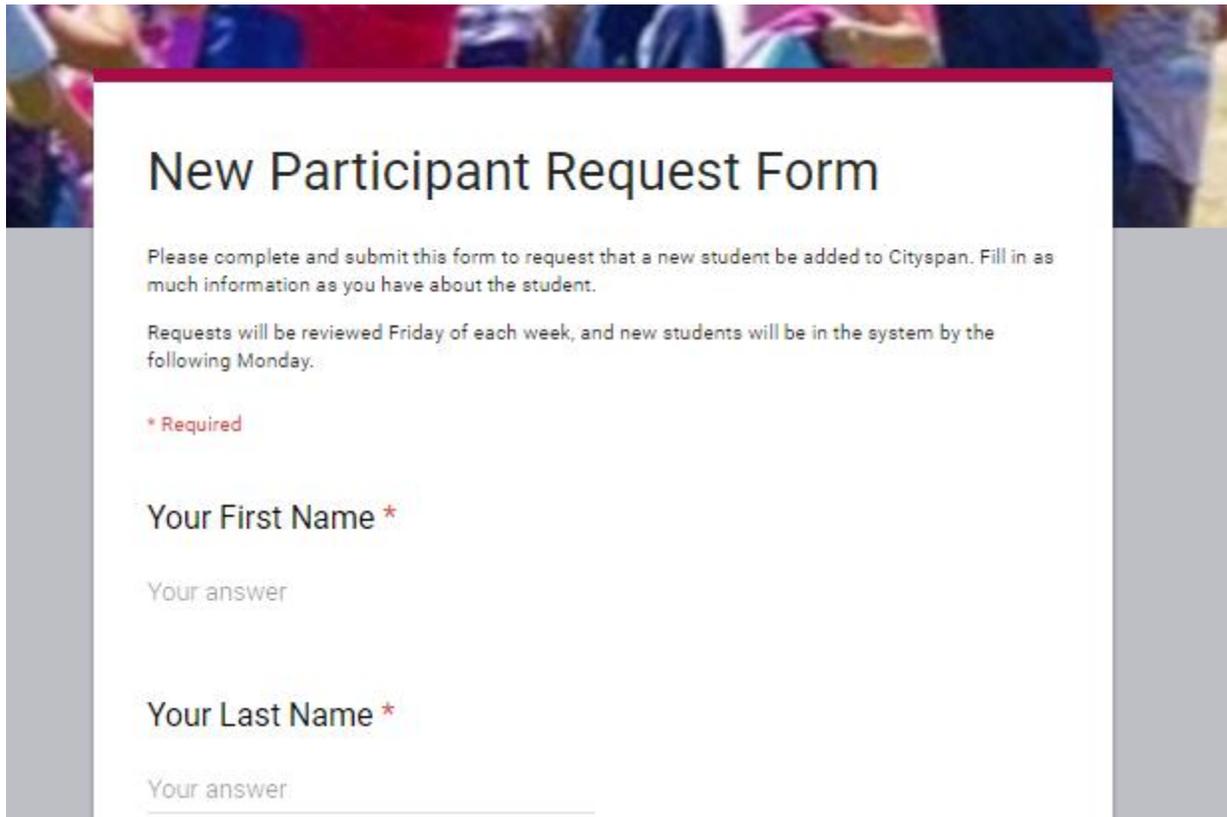
Find Person

No matching records found. [Please complete the New Participant Request Form.](#)

2. If you are unable to find the participant, click 'Please complete the New Participant Request Form'

3. Enter as much information as possible, and then click Submit at the bottom of the form (note that some information is required). You will be notified by email when the new participant record(s) has/have been created.

Note: Requests will be reviewed Friday of each week, and new students will be in the system by the following Monday.



New Participant Request Form

Please complete and submit this form to request that a new student be added to Cityspan. Fill in as much information as you have about the student.

Requests will be reviewed Friday of each week, and new students will be in the system by the following Monday.

* Required

Your First Name *

Your answer

Your Last Name *

Your answer