

Professional Development through External Self Service

Getting Started

The *New* External Self-Service (for non-BCPS employees)

Non-BCPS employees are defined as:

- Broward Charter School employees
- Broward retired personnel
- Private school personnel (with approval)
- Out of district personnel (with approval)
- Many BCPS courses are available to anyone who wishes to participate.

The *New* External Self-Service (ESS)

Non-BCPS employees are now able to access ESS in order to:

- Book, pre-book, and cancel courses
- Complete Course appraisals
- View Training Activities and History
- View and print Inservice Reports

Internet Browser Requirements

- You must use the following:
 - PC: Internet Explorer 6.0 or greater
 - MAC: Firefox 2.0.0.7
 - Go to <http://www.broward.k12.fl.us/erp> for more information on browser requirements

Setting up your PC Computer

- **Pop-Up Blockers:**

- In Internet Explorer choose **Tools > Pop-up Blocker > Pop-up Blocker Settings**
(or **Tools > Internet Options > Privacy > check Block pop-ups > click Settings**)
- In the field ‘**Address of Web site to allow**’ type *broward.k12.fl.us* Click “Add”
The site will be added to the “Allowed Sites” list.
- Close the Settings box.

Setting up your Mac Computer

- **Pop-Up Blockers:**

- In Firefox 2.0.0.7 choose **Firefox > Preferences > Content Tab >**
- For “Block pop-up Windows” **Click *Exceptions*.**
- In the field ‘**Address of web site**’ type *broward.k12.fl.us* and Click “**Allow**”. The site will be added to the list below.
- Close the settings box by clicking the red button at the top left of the screen until you have returned to the main webpage.

Registering to Use External Self Service

VIRTUAL UNIVERSITY

[Materials Only](#) [Instructors Login](#)

User Registration

New Registration Application

Do NOT fill out form below if you are a Broward County Public School Employee or you have already registered as a user of our Professional Development System.
Please [click here](#) for ESS Access.

If you do not have a User ID (P#####) and password to access our Professional Development System, please fill out all the required field below.

You will receive an email with your logon information once your application is submitted into our system.

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Ethnicity: *	01 (White/Not Hispanic origin) ▾
Soc. Sec. Number: *	###-##-####
Birthdate: *	YYYY/MM/DD
Gender: *	1 (Male) ▾
School District: *	Select School District ▾
School Level: *	Select School Level ▾
School Name: *	Select School Name ▾
Employer: *	Non-Broward County Employee
E-Mail Address: *	<input type="text"/>
Verify E-Mail Address: *	<input type="text"/>
Home Address: *	<input type="text"/>
City: *	<input type="text"/>
State: *	AL (ALABAMA) ▾
Zip: *	<input type="text"/>
Home Phone: *	<input type="text"/>
Work Phone: *	<input type="text"/>
Password: *	Will be created after submission and E-Mailed to you.
Username: *	Will be created after submission and E-Mailed to you.
* Do you agree to the terms and conditions of our Online Policy? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Submit"/>	

- If you do not have a User ID, go to <http://broward.gosignmeup.com> and complete the New User Registration Application.

- You will receive an email with your logon information once your application is processed.

- *You need only do this once.*

- Email will direct you to <http://www.broward.k12.fl.us/erp>

To access ESS go to <http://www.broward.k12.fl.us/erp/>

Melissa Grimm - Director One Business System for Broward Schools Search ERP | Login Inside ERP

ENTERPRISE RESOURCE PLANNING

Phone: 754-321-8100 Fax: 754-321-8180

Broward County Public Schools

Overview Resources Glossary FAQ's Contact Us

HOME BUDGET/FINANCE HUMAN RESOURCES PAYROLL BRITE LITES TRAINING SUPPORT CFO

BROWARD'S INNOVATIVE TOOL FOR EDUCATION BRITE

Click Here

Need Help? **BRITE Support Center** 754.321.8120

Organization Change Management / Training 754-321-8240
New Payroll Department 754-321-8150

Employee Self Service
LOGIN BRITE PORTAL

Portal Easy Menu

- Clocking Issues?
- Login Problems?
- Forgot Login?

BRITE Easy Menu

- Business Practice Bulletins
- Read About ESS
- Download Forms

This site best viewed in 1152 by 864 or higher

BUDGET/FINANCE/PROCUREMENT NEWS

- NEW** BRITE LITE PHONE CALL INFORMATION
- NEW** How to View Contract Information
- BRITE Procurement FAQs
- General Ledger Crosswalk Query
- Crosswalk Warehouse Material Item Numbers

GENERAL NEWS

- BRITE Goes Back to School
- GO-LIVE SUPPORT PLAN HR, PAYROLL & ESS
- Background Printing
- SAP Security Access Forms
- Post GoLive Top Questions
- BRITE NEWS AND ARCHIVES HERE

BI NEWS

- Flex Data Report Elluminate Session 9/12/08
- BI Reports Glossary
- BI Navigation and Reporting

PAYROLL NEWS

- NEW** About Payroll
- NEW** BRITE LITE PHONE CALL INFORMATION
- NEW** YRP Option Adjustment Form
- Paystub Reader Information
- Hot Topic Pay Check Support Information
- KRONOS
- Adding text in CAT2 Work Instructions
- ZHPY_PAY59 GROSS & NET EARNINGS Work Instr.
- ZTIM Time Management Report Work Instructions
- Guidelines for Entering Absences for 4 day work week.
- FNS SAP Overview for HR and Payroll
- Spotlight on New Payroll Design
- Year Round Pay Option
- Spotlight On Payroll Go Live Newsletters

BENEFITS NEWS

- NEW** About Benefits

HUMAN RESOURCES NEWS

- NEW** BRITE LITE PHONE CALL INFORMATION
- SUPPLEMENT REPORT
- Creating a Report 2 - Total Wage Types
- How to Process Payroll Changes
- prior to S
- Delimit
- HR Pay
- HR Action
- HR / Payroll
- Super user department work sessions
- HRAP GO-LIVE NEWSLETTERS

EMPLOYEE SELF SERVICE NEWS

- NEW** About ESS
- 7 Steps to Professional Dev. for end-users.

For the latest updates, click here

Accessing ESS

Once you select the BRITE Portal button from the BRITE website, you will have 2 options

[Click here](#) to view browser requirements for Internet Explorer, Fire Fox, and Adobe.

ERP BRITE PORTAL ACCESS BASED ON LOCATION

FOR ALL BCPS EMPLOYEES
INSIDE THE BCPS DISTRICT



1. BRITE Portal Inside BCPS will be used by BCPS employees from District and school locations.



FOR ALL BCPS & NON-BCPS
EMPLOYEES OUTSIDE THE DISTRICT



2. BRITE Portal Outside BCPS is used by BCPS employees from home and by all non- BCPS employees.

Logging into ESS if you know your User ID

User ID: PXXXXXXXXX

Example: P00012345 (P + 8 digits)

If the personnel number is **less than 8 digits**, leading zeros must be added in order to total 8 digits.

Welcome

User ID *

Password *

Log on

[Reset Password](#)

[Reset Security Question](#)

Enterprise Resource Planning

BRITE

BROWARD'S INNOVATIVE TOOL FOR EDUCATION

FORGOT PASSWORD?

CAN'T LOGIN?

LOCKED OUT?

MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT

CLICK "Reset Password" LINK UNDER LOG ON BUTTON

FOLLOW STEPS TO RESET AND EXIT

RE-ENTER BRITE PORTAL & LOGIN

One Business System for Broward Schools

Password: Birthdate entered as mmddyyyy
(first time users)

Entry format example: Birthdate is January 2, 1956

mm = first 2 letters of birth month (ja)

dd = 2-digit birth day (02)

yyyy = 4-digit birth year (1956)

Password would be **ja021956**

Click “Log on”

After you log on, you will be prompted to change your password. Passwords are lower case and should include at least one number.

You have the option to Reset your password on this screen, in case you forgot it.

Welcome to ESS!

CONTACT INFORMATION

Enter work location, phone and email address

Home External Self-Service

Contact Information Professional Development

Contact Information History Back Forward

Contact Information

External Self-Service Contact Information

[Change Own Data](#)
Maintain your personal information and companywide.

[Addresses](#)
Enter, change, or delete your addresses

Additional Information

PROFESSIONAL DEVELOPMENT

Book or cancel courses, view/print your inservice report, complete your appraisals

My Training Activities Page

Click on the Professional Development tab to see the “My Training Activities” page.

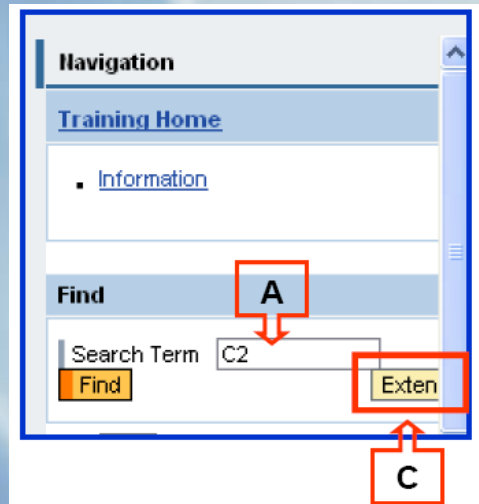
Note: Because Professional Development is web based, anything that is underlined is a hyperlink—you can click on it for further information.

The screenshot displays the 'Professional Development' web interface. On the left, there is a 'Detailed Navigation' menu with links for 'Professional Development', 'Course Appraisals', and 'In-Service Report'. Below this is a 'Portal Favorites' section. The main content area is titled 'My Training Activities' and is highlighted with a red box. It features a table of training activities with columns for Course, Delivery Method, Schedule, Location, Learning, and Start. The table lists three activities: 'Numeracy Leadership', 'Test 523 A', and 'C2 Test 528 J'. The 'My Training Activities' tab is selected, and the table shows details for each activity, including start and end dates and times.

Course	Delivery Method	Schedule	Location	Learning	Start
Numeracy Leadership	Workshop	Start 07/23/2008 At 08:00 End 10/23/2008 At 04:00	DILLARD HIGH		
Test 523 A	Workshop	Start 09/01/2008 At 00:01 End 09/04/2008 At 23:59	To Be Announced		
C2 Test 528 J	Action Research	Start 09/08/2008 At 00:01 End 09/15/2008 At 23:59	To Be Announced		

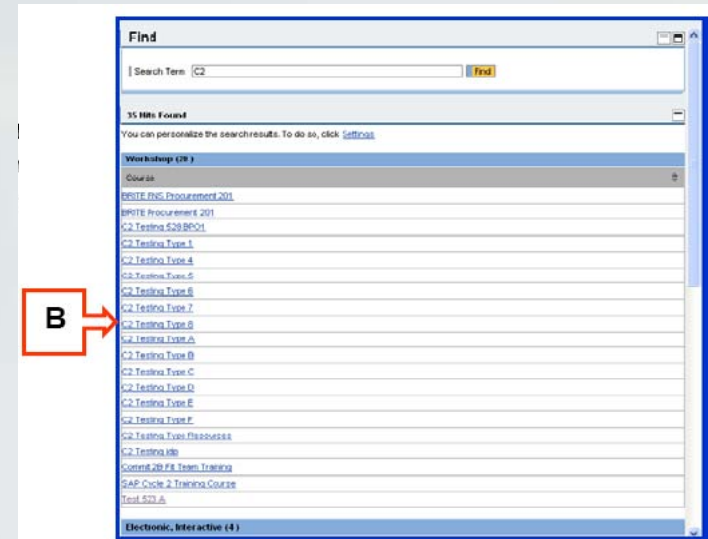
Searching the Course Catalog

A. Enter the beginning of the course title in the search term field.



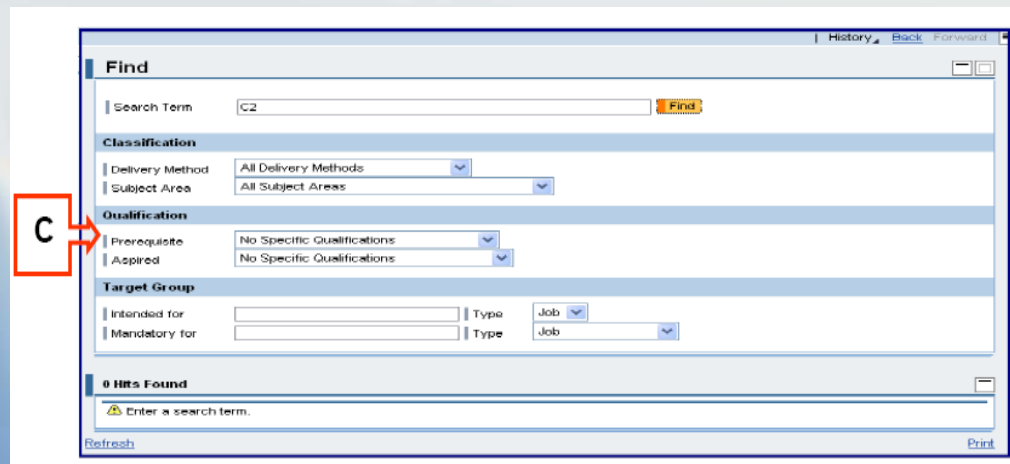
The screenshot shows the 'Training Home' page. In the 'Find' section, the 'Search Term' field contains 'C2'. A red box labeled 'A' points to the text 'C2'. Another red box labeled 'C' points to the 'Extended Search' button, which is labeled 'Exten'.

B. Select the course from your “search results” page.



The screenshot shows the search results page. The 'Search Term' field contains 'C2'. Below the search bar, it says '35 Hits Found'. A list of courses is displayed, including 'C2: Testina Type 1' through 'C2: Testina Type 10'. A red box labeled 'B' points to the first course in the list, 'C2: Testina Type 1'.

C. To add additional details to your search, select “**Extended Search**”-see above
Different results will display based on your new search criteria.



The screenshot shows the 'Extended Search' page. The 'Search Term' field contains 'C2'. Below the search bar, there are several sections for refining the search: 'Classification' (Delivery Method, Subject Area), 'Qualification' (Prerequisite, Aspired), and 'Target Group' (Intended for, Mandatory for, Type). A red box labeled 'C' points to the 'Extended Search' button, which is labeled 'Exten'.

View Details, Book, Pre-Book,

If there are no courses scheduled, then no course dates will show in your search.

or Add Course to Favorites

A. You can search further ahead for available course dates by changing the number of days and click enter or return (e.g., from 90 to 200).

B. Once you find a course, you can click on the dates to view the schedule of the course, and/or click **Book Course** to register.

C. If there are no courses scheduled, you may choose to Pre-Book. This alerts the course organizer that there is a need for a course but does not guarantee that a course will be created.

D. Add the course to your Favorites.

The screenshot shows a web application for searching courses. It includes sections for 'Specific Objectives', 'Staff Dev Description', 'Hrs in Learning FollowUp', 'Fee', and 'Course Dates'. The 'Course Dates' section has a table with columns for Schedule, Location, Language, Free Plan, and Action/Status. A red box labeled 'A' points to the '90 days' input field. A red box labeled 'B' points to the 'Book Course' link. A red box labeled 'C' points to the 'Prebook' link. A red box labeled 'D' points to the 'Add Course to Favorites' link.

WORKSHOP TEST 5/23/08

Course Catalog > C2 Testing Group 1 > Test 5/23/08

Specific Objectives

C2 Testing 5/23/2008

Staff Dev Description

C2 Testing 5/23/2008

Hrs in Learning FollowUp

C2 Testing 5/23/2008
C2 Testing 5/23/2008
C2 Testing 5/23/2008

Fee

Any applicable fees will be applied upon the booking confirmation.

Course Dates

Course dates for the next days: [Refresh Course Dates](#)

Schedule	Location	Language	Free Plan	Action/Status
09/01/2008 - 09/04/2008	TBA	English	13	Book Course

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Favorites

[Add Course to Favorites](#)

[Refresh](#) [Print](#)

Booking Online Courses

If you select “Book Course” for an online (electronic, interactive) course, you will be directed to the Broward Virtual University site to finish your booking.

Course Dates				
Course dates for the next <input type="text" value="180"/> days:				Refresh Course Dates
Schedule	Location	Language	Free Places	Action/Status
02/16/2009 - 05/03/2009	Online - no specific location	English	3	Book Course

In ESS - Click here to start booking process.

BROWARD VIRTUAL UNIVERSITY

[Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome to the Virtual University Registration System. If you are experiencing difficulty, please call 754-321-48...

Please login below:

User ID:

Processing after you hit the button below may take a few moments...

[Click Here to Log In](#)

My Classes

Classes to enroll

Not Logged On.

[CART EMPTY](#)


Enter your User ID (P#####), then click log in button.

Click here if you don't want to continue with the booking.


Note: this webpage may come up *behind* the ESS page.

Booking Online Courses

The next page is a user verification page. If any information is incorrect, you may change it at this time.



[Log Off](#) [Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome **CLAUDIA RANGER**
School Board of Broward County Employee
Classes to enroll **RANGER, CLAUDIA** (112906)
 **CARTEEMPTY**

First Name: *

CLAUDIA

Last Name: *

RANGER

Ethnicity:

03 (Hispanic) ▼

* Denotes a required field.

Do you agree to the terms and conditions of our [Online Policy?](#)*

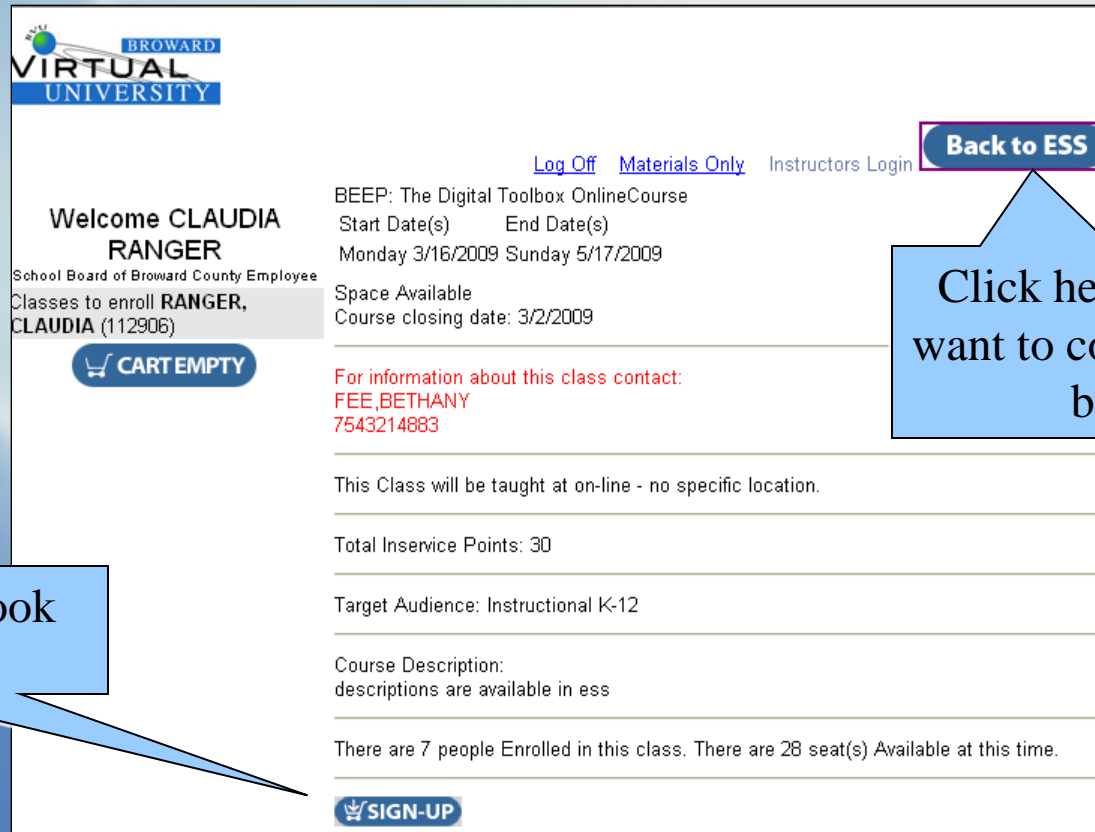
☒ Yes ☐ No

Submit

Note: Click Submit even if you didn't make any changes to verify the information.

Booking Online Courses

The next page is a user verification page. If any information is incorrect, you may change it at this time.



The screenshot shows the user interface for booking online courses. At the top left is the Broward Virtual University logo. On the right, there are links for 'Log Off', 'Materials Only', 'Instructors Login', and a 'Back to ESS' button. The user is welcomed as 'CLAUDIA RANGER', identified as a 'School Board of Broward County Employee'. Below this, it says 'Classes to enroll RANGER, CLAUDIA (112906)'. A 'CART EMPTY' button is visible. The course details for 'BEEP: The Digital Toolbox OnlineCourse' are listed, including start and end dates (Monday 3/16/2009 to Sunday 5/17/2009), space availability, and a closing date of 3/2/2009. Contact information for Bethany Fee is provided. The course is taught on-line, has 30 inservice points, and is for instructional K-12. A sign-up button is at the bottom.

BROWARD VIRTUAL UNIVERSITY

[Log Off](#) [Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome CLAUDIA RANGER
School Board of Broward County Employee
Classes to enroll **RANGER, CLAUDIA** (112906)

[CART EMPTY](#)

BEEP: The Digital Toolbox OnlineCourse
Start Date(s) End Date(s)
Monday 3/16/2009 Sunday 5/17/2009
Space Available
Course closing date: 3/2/2009

For information about this class contact:
FEE, BETHANY
7543214883

This Class will be taught at on-line - no specific location.

Total Inservice Points: 30

Target Audience: Instructional K-12

Course Description:
descriptions are available in ess

There are 7 people Enrolled in this class. There are 28 seat(s) Available at this time.

[SIGN-UP](#)

Click Sign-up to book into this course.

Click here if you don't want to continue with the booking.

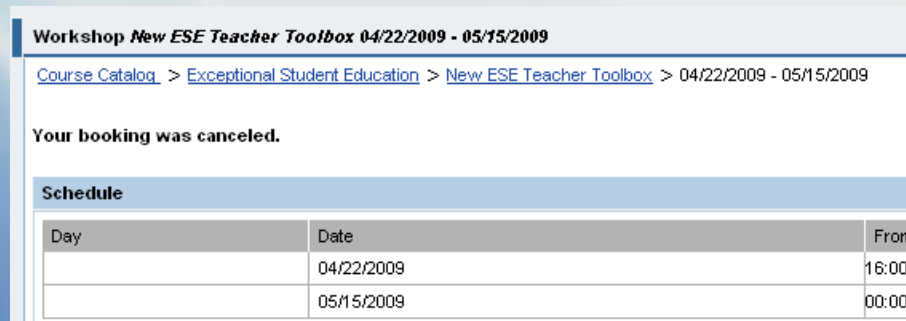
Note: Fees and payment method will be assessed on the next page.

Canceling a Course

You may cancel out of a course up to 24 hours before the Start Date.

Except for online (electronic, interactive) courses which cannot be canceled within 14 days of the start date.

- Go to My Training Activities
- Click on the Course you wish to Cancel
- Select “Cancel booking for this course.”
- You will receive the message “your booking was canceled” at the top of your screen.



The screenshot shows a web page for a course titled "Workshop New ESE Teacher Toolbox 04/22/2009 - 05/15/2009". The breadcrumb trail is "Course Catalog > Exceptional Student Education > New ESE Teacher Toolbox > 04/22/2009 - 05/15/2009". A message states "Your booking was canceled." Below this is a "Schedule" section with a table showing the course dates and times.

Day	Date	From
	04/22/2009	16:00
	05/15/2009	00:00

- **NOTE:** When canceling online courses you will be sent to another screen to continue with the process, just like the booking online courses process described in previous slides.

Canceling a Course continued...

Cancellations			
All (7) Workshop (6) Action Research (1)			
Participation has been cancelled in the following courses:			
Course	Delivery Method	Schedule	Location
C2 Testing Type 1	Workshop	06/18/2008 - 06/21/2008	Location to be determined
C2 Testing Type 1	Workshop	06/14/2008 - 06/14/2008	Location to be determined
Numeracy Leadership	Workshop	07/23/2008 - 10/20/2008	DILLARD HIGH
FNS-Found	Workshop	06/09/2008 - 06/20/2008	NORTHEAST HIGH
Numeracy Leadership	Workshop	07/23/2008 - 10/20/2008	DILLARD HIGH
Test 523 A	Workshop	09/01/2008 - 09/04/2008	To Be Announced
C2 Test 528 J	Action Research	09/08/2008 - 09/15/2008	To Be Announced

Courses you have canceled will be displayed on the “My Training Activities” page under the “Cancellations” Section.

Requirements to receive credit for a BCPS Course

- Register for the Course in ESS
- Attend all Sessions
- Sign the sign-in sheet for all sessions
- Achieve 80% mastery of the objectives
- Complete follow-up activities and submit by the due date
- Complete the Course Appraisal *prior to* the End Date of the Course

Accessing Inservice Reports

Go to ESS > Professional Development > Inservice Report

The screenshot shows a web application interface for 'External Self-Service'. The top navigation bar includes 'Home' and 'External Self-Service'. Below this, a sub-navigation bar shows 'Contact Information' and 'Professional Development'. The main content area is titled 'In-Service Report' and includes a 'History' link, 'Back', and 'Forward' buttons. On the left, a 'Detailed Navigation' sidebar lists 'Professional Development', 'Course Appraisals', and 'In-Service Report' (which is highlighted). Below the sidebar is a 'Portal Favorites' section. The main content area is titled 'In-Service Report' and contains a 'Search For My Event History' section. This section includes a 'SEARCH BY' dropdown menu with the text 'ENTER A SELECTION', a 'Course Dates' field with a date range from '01/01/1900' to '12/31/9999', a 'Sort By' dropdown menu with the text 'Date', and a 'Search' button.

To view all records leave dates at default
Click Search

OR

Enter a date range to search within a specific
timeframe
Click Search

Viewing Inservice Reports

To view more than one page,
click the arrows or pages
and use the scroll bars
to move from
side to side,
or up and down.

Your
Inservice Report
will display for
the date range
you selected.

Block

Training Event History Report
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
In-service Record selection criteria Date Range: 01/01/1900 - 12/07/2007 Page 1 of 1

ID:
SSN:
Total Used Points:
Total Bankable Points: 0
Total Points: 24

Course From: 07/07/2003 To: 07/07/2003		Points:	Activity: I(internal workshop)
BET	10131422	CAB-Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to Incentive:	

Course From: 01/13/2004 To: 01/16/2004		Points: 24	Activity: I(internal workshop)
BET	50010298	Sterling Immersion Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to Incentive:	

You may view online, save, or print your inservice report from the screen.

In-Service Report

Back

Training Event History Report
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
In-service Record selection criteria Date Range: 01/01/1900 - 12/07/2007

Page 1 of 1

ID:
SSN:

1 → Total Used Points: 0
Total Bankable Points: 24
3 → Total Points: 24

Course From: 07/07/2003 To: 07/07/2003		Points:	Activity: I(internal workshop)
BET	10131422	CAB-Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to incentive:	

Course From: 01/13/2004 To: 01/16/2004		Points: 24	Activity: I(internal workshop)
BET	50010298	Sterling Immersion Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to incentive:	

1-Total Used Points = total amount of bankable points that have been used during the search period

2-Total Bankable Points = total amount of points earned during the search period that are bankable for recertification (certain endorsement courses)

3-Total Points = total amount of points earned during the search period

Completing Appraisals



A. Go to **ESS > Professional Development > Course Appraisals**



B. Note: You should select the "Refresh" button before and after you complete an appraisal in order to refresh your screens.

C. Select the "Course Link" of the course you wish to appraise.

D. After selecting the Course Link, the '**Course Appraisal Screen**' will open in a separate window.

Completing Appraisals continued...

Complete all the information on the **Course Appraisal** select **'Complete and Submit.'**

Course Appraisals	Level 1 Workshop Appraisal
Appraisal Document Status	In Process
Participant	RANGER,CLAUDIA JOSEFINA
Business Event	9754
Validity Period	09/14/2008 To 08/14/2009
Appraisal Date	01/27/2009
<input type="button" value="Complete and Submit"/> <input type="button" value="Save"/> <input type="button" value="Exit"/> <input type="button" value="Print"/>	

The appraisal may be printed.

If you are unable to finish the information, you may select **'Save'** in order to access and complete the appraisal at a later date.

If the **'Exit'** button is selected without saving first, all entered information will be lost.

Level 1 Workshop Appraisal
The School of the Americas, Florida

☐ Agree
☐ Strongly Agree

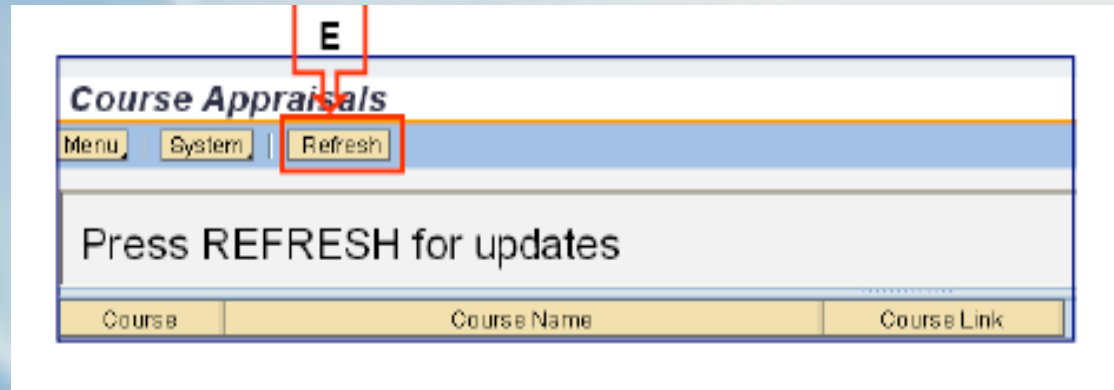
1. The training facility was conducive to my learning.

No Value

Please Note:

- Inservice Points will **not** transfer to your inservice record until you have selected **'Complete and Submit.'**
- Course Appraisal must be completed **prior to** the end date of the course or it will not be valid and you will not receive credit.

Completing Appraisals Continued...



The screenshot shows a web interface titled "Course Appraisals". Below the title are three buttons: "Menu", "System", and "Refresh". The "Refresh" button is highlighted with a red rectangular box. Above this box, a red letter "E" is positioned. Below the buttons, there is a text instruction: "Press REFRESH for updates". At the bottom of the interface is a table with three columns: "Course", "Course Name", and "Course Link".

Course	Course Name	Course Link
--------	-------------	-------------

E. **Reminder!**

Select the "Refresh" button after you complete an appraisal and it will remove that course from the list of courses to appraise.

Support

www.broward.k12.fl.us/erp

BRITE Support Center – 754.321.8120
Mondays-Fridays
7AM-5PM

HRD-PDS Support - 754.321.5055
Mondays-Fridays
8AM-5PM

When calling for support, be in front of your computer with the following information:

- First and Last Name
- User ID Number
- Work Location
- Contact Phone Number
- Brief description of the issue along with Course information

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(or **Tools > Internet Options > Privacy > check Block pop-ups > click Settings**)
- In the field ‘**Address of Web site to allow**’ type ***broward.k12.fl.us*** Click “Add”
The site will be added to the “Allowed Sites” list.
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First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Ethnicity: *	01 (White/Not Hispanic origin) ▾
Soc. Sec. Number: *	###-##-####
Birthdate: *	YYYY/MM/DD
Gender: *	1 (Male) ▾
School District: *	Select School District ▾
School Level: *	Select School Level ▾
School Name: *	Select School Name ▾
Employer: *	Non-Broward County Employee
E-Mail Address: *	<input type="text"/>
Verify E-Mail Address: *	<input type="text"/>
Home Address: *	<input type="text"/>
City: *	<input type="text"/>
State: *	AL (ALABAMA) ▾
Zip: *	<input type="text"/>
Home Phone: *	<input type="text"/>
Work Phone: *	<input type="text"/>
Password: *	Will be created after submission and E-Mailed to you.
Username: *	Will be created after submission and E-Mailed to you.
* Do you agree to the terms and conditions of our Online Policy? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Submit"/>	

- If you do not have a User ID, go to <http://broward.gosignmeup.com> and complete the New User Registration Application.

- You will receive an email with your logon information once your application is processed.

- *You need only do this once.*

- Email will direct you to <http://www.broward.k12.fl.us/erp>

To access ESS go to <http://www.broward.k12.fl.us/erp/>

Melissa Grimm - Director

One Business System for Broward Schools

Search ERP | Login Inside ERP

ENTERPRISE RESOURCE PLANNING

Phone: 754-321-8100
Fax: 754-321-8180

Broward County Public Schools

OverviewResourcesGlossaryFAQ'sContact Us

HOMEBUDGET/FINANCEHUMAN RESOURCESPAYROLLBRITE LITESTRAININGSUPPORTCFO

BR

OWARD'S

INNOVATIVE

TOOL FOR

EDUCATION

BRITE

Click Here

Need Help?  BRITE Support Center 754.321.8120 

Organization Change Management / Training 754-321-8240
New Payroll Department 754-321-8150

Portal Easy Menu

Clocking Issues?

Login Problems?

Forgot Login?

Employee Self Service
LOGIN
BRITE
PORTAL

BRITE Easy Menu

Business Practice Bulletins

Read About ESS

Download Forms

This site best viewed in 1152 by 864 or higher

BUDGET/FINANCE/PROCUREMENT NEWS

NEW BRITE LITE PHONE CALL INFORMATION

NEW How to View Contract Information

BRITE Procurement FAQs

General Ledger Crosswalk Query

Crosswalk Warehouse Material Item Numbers

GENERAL NEWS

BRITE Goes Back to School

GO-LIVE SUPPORT PLAN HR, PAYROLL & ESS

Background Printing

SAP Security Access Forms

Post GoLive Top Questions

BRITE NEWS AND ARCHIVES HERE

BI NEWS

Flex Data Report Elluminate Session 9/12/08

BI Reports Glossary

BI Navigation and Reporting

PAYROLL NEWS

NEW About Payroll

NEW BRITE LITE PHONE CALL INFORMATION

NEW YRP Option Adjustment Form

Paystub Reader Information

Hot Topic Pay Check Support Information

KRONOS

Adding text in CAT2 Work Instructions

ZHPY_PAY59 GROSS & NET EARNINGS Work Instr.

ZTIM Time Management Report Work Instructions

Guidelines for Entering Absences for 4 day work week.

FNS SAP Overview for HR and Payroll

Spotlight on New Payroll Design

Year Round Pay Option

Spotlight On Payroll Go Live Newsletters

BENEFITS NEWS

NEW About Benefits

HUMAN RESOURCES NEWS

NEW BRITE LITE PHONE CALL INFORMATION

SUPPLEMENT REPORT

Creating a Report 2008 - 2009 Wage Types

How to Process Payroll Changes

prior to 5/1/08

Delimit

HR Payroll

HR Action

HR / Payroll

Super user department work sessions

HRAP GO-LIVE NEWSLETTERS

EMPLOYEE SELF SERVICE NEWS

NEW About ESS

7 Steps to Professional Dev. for end-users.

For the latest updates, click here

Accessing ESS

Once you select the BRITE Portal button from the BRITE website, you will have 2 options

[Click here](#) to view browser requirements for Internet Explorer, Fire Fox, and Adobe.

ERP BRITE PORTAL ACCESS BASED ON LOCATION

FOR ALL BCPS EMPLOYEES
INSIDE THE BCPS DISTRICT



1. BRITE Portal Inside BCPS will be used by BCPS employees from District and school locations.



FOR ALL BCPS & NON-BCPS
EMPLOYEES OUTSIDE THE DISTRICT



2. BRITE Portal Outside BCPS is used by BCPS employees from home and by all non- BCPS employees.

Logging into ESS if you know your User ID

User ID: PXXXXXXXXX

Example: P00012345 (P + 8 digits)

If the personnel number is **less than 8 digits**, leading zeros must be added in order to total 8 digits.

Welcome

User ID *

Password *

Log on

[Reset Password](#)

[Reset Security Question](#)

Enterprise Resource Planning

BRITE

Support Center: 754-321-8120

BROWARD'S INNOVATIVE TOOL FOR EDUCATION

FORGOT PASSWORD?

CAN'T LOGIN?

LOCKED OUT?

MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT

CLICK "Reset Password" LINK UNDER LOG ON BUTTON

FOLLOW STEPS TO RESET AND EXIT

RE-ENTER BRITE PORTAL & LOGIN

One Business System for Broward Schools

Password: Birthdate entered as mmddyyyy
(first time users)

Entry format example: Birthdate is January 2, 1956

mm = first 2 letters of birth month (ja)

dd = 2-digit birth day (02)

yyyy = 4-digit birth year (1956)

Password would be **ja021956**

Click “Log on”

After you log on, you will be prompted to change your password. Passwords are lower case and should include at least one number.

You have the option to Reset your password on this screen, in case you forgot it.

Welcome to ESS!

CONTACT INFORMATION


Enter work location, phone and email address

Home External Self-Service

[Contact Information](#) | [Professional Development](#)

Contact Information History Back Forward

Contact Information

 **External Self-Service Contact Information**

[Change Own Data](#)
Maintain your personal information and companywide.

[Addresses](#)
Enter, change, or delete your addresses

Additional Information

PROFESSIONAL DEVELOPMENT

Book or cancel courses, view/print your inservice report, complete your appraisals

My Training Activities Page

Click on the Professional Development tab to see the “My Training Activities” page.

Note: Because Professional Development is web based, anything that is underlined is a hyperlink—you can click on it for further information.

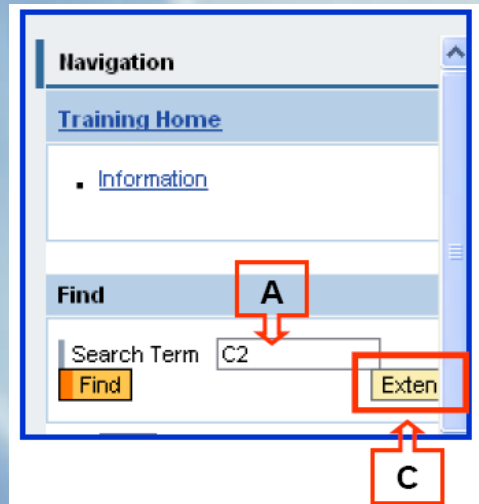
The screenshot displays the 'Professional Development' section of a web application. The 'My Training Activities' tab is highlighted with a red box. Below the tab, there are filters for 'All (3)', 'Workshop (2)', and 'Action Research (1)'. A table lists the training activities with columns for Course, Delivery Method, Schedule, Location, Learning, and Start. The table contains three rows of data.

Course	Delivery Method	Schedule	Location	Learning	Start
Numeracy Leadership	Workshop	Start: 07/23/2008 At: 08:00 End: 10/23/2008 At: 04:00	DILLARD HIGH		
Test 523 A	Workshop	Start: 09/01/2008 At: 00:01 End: 09/04/2008 At: 23:59	To Be Announced		
C2 Test 528 J	Action Research	Start: 09/08/2008 At: 00:01 End: 09/15/2008 At: 23:59	To Be Announced		

Refresh [Print](#)

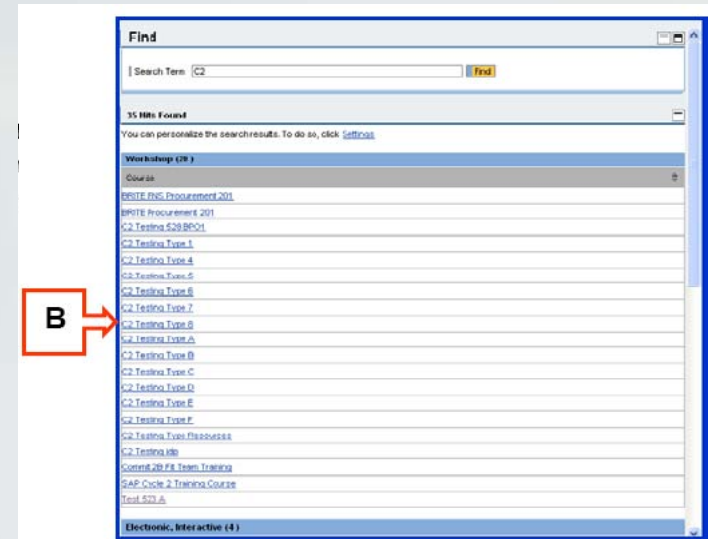
Searching the Course Catalog

A. Enter the beginning of the course title in the search term field.



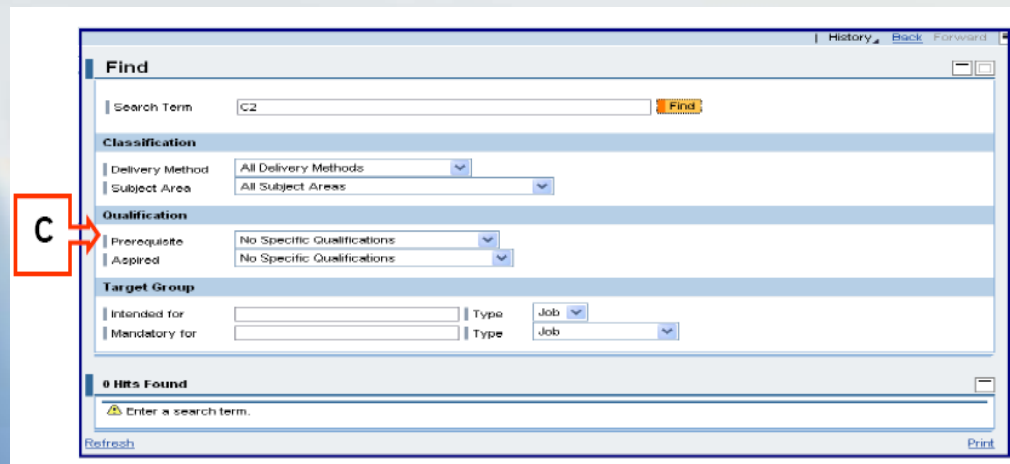
The screenshot shows the 'Training Home' page. Under the 'Find' section, the 'Search Term' field contains 'C2'. A red box labeled 'A' points to the text 'C2'. Another red box labeled 'C' points to the 'Extended Search' button, which is labeled 'Exten'.

B. Select the course from your “search results” page.



The screenshot shows the search results page. The 'Search Term' field contains 'C2'. Below the search bar, it says '35 Hits Found'. A list of courses is displayed, including 'C2: Testina Type 1' through 'C2: Testina Type 10'. A red box labeled 'B' points to the first course in the list, 'C2: Testina Type 1'.

C. To add additional details to your search, select “**Extended Search**”-see above
Different results will display based on your new search criteria.



The screenshot shows the 'Extended Search' page. The 'Search Term' field contains 'C2'. Below the search bar, there are several sections for refining the search: 'Classification' (Delivery Method, Subject Area), 'Qualification' (Prerequisite, Aspired), and 'Target Group' (Intended for, Mandatory for, Type). A red box labeled 'C' points to the 'Extended Search' button, which is labeled 'Exten'.

View Details, Book, Pre-Book,

If there are no courses scheduled, then no course dates will show in your search.

or Add Course to Favorites

A. You can search further ahead for available course dates by changing the number of days and click enter or return (e.g., from 90 to 200).

B. Once you find a course, you can click on the dates to view the schedule of the course, and/or click **Book Course** to register.

C. If there are no courses scheduled, you may choose to Pre-Book. This alerts the course organizer that there is a need for a course but does not guarantee that a course will be created.

D. Add the course to your Favorites.

The screenshot shows a web application for searching courses. It includes sections for 'Specific Objectives', 'Staff Dev Description', 'Hrs in Learning FollowUp', 'Fee', and 'Course Dates'. The 'Course Dates' section has a search filter set to '90 days' and a table of results. Annotations are as follows:

- A**: Points to the '90 days' search filter.
- B**: Points to the 'Book Course' link in the 'Action/Status' column of the course table.
- C**: Points to the 'prebook' link in the text below the table.
- D**: Points to the 'Add Course to Favorites' link in the 'Favorites' section.

Schedule	Location	Language	Free Plan	Action/Status
09/01/2008 - 09/04/2008	TBA	English	13	Book Course

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Favorites

[Add Course to Favorites](#)

Refresh Course Dates

Print

Booking Online Courses

If you select “Book Course” for an online (electronic, interactive) course, you will be directed to the Broward Virtual University site to finish your booking.

Course Dates				
Course dates for the next <input type="text" value="180"/> days:				Refresh Course Dates
Schedule	Location	Language	Free Places	Action/Status
02/16/2009 - 05/03/2009	Online - no specific location	English	3	Book Course

In ESS - Click here to start booking process.

BROWARD VIRTUAL UNIVERSITY

[Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome to the Virtual University Registration System. If you are experiencing difficulty, please call 754-321-48...

Please login below:

User ID:

Processing after you hit the button below may take a few moments...

[Click Here to Log In](#)

My Classes

Classes to enroll

Not Logged On.

[CART EMPTY](#)


Enter your User ID (P#####), then click log in button.

Click here if you don't want to continue with the booking.

Note: this webpage may come up *behind* the ESS page.

Booking Online Courses


The next page is a user verification page. If any information is incorrect, you may change it at this time.



[Log Off](#) [Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome CLAUDIA RANGER
School Board of Broward County Employee

Classes to enroll **RANGER, CLAUDIA** (112906)

 **CARTEEMPTY**

User Registration

* Denotes a required field.

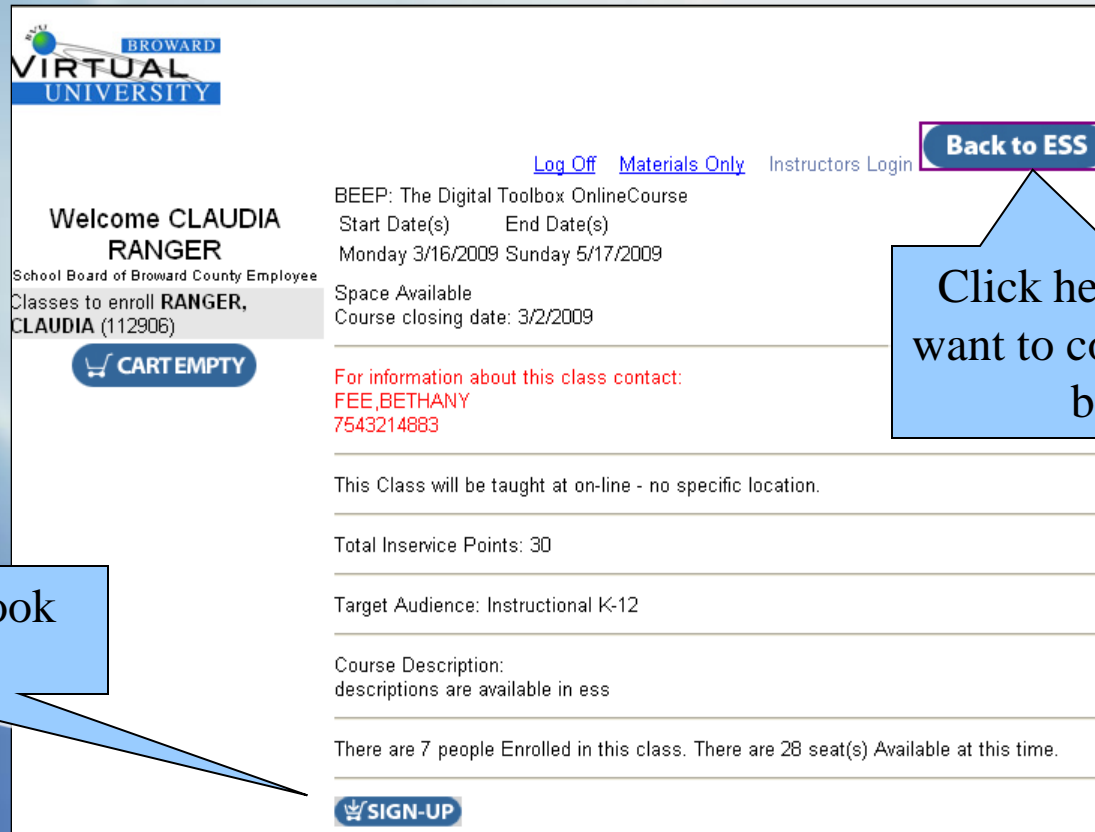
First Name: *	<input type="text" value="CLAUDIA"/>
Last Name: *	<input type="text" value="RANGER"/>
Ethnicity:	<input type="text" value="03 (Hispanic)"/>

Do you agree to the terms and conditions of our Online Policy? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/>	

Note: Click Submit even if you didn't make any changes to verify the information.

Booking Online Courses

The next page is a user verification page. If any information is incorrect, you may change it at this time.



The screenshot shows a web interface for Broward Virtual University. At the top left is the logo with a globe icon and the text 'BROWARD VIRTUAL UNIVERSITY'. To the right of the logo are links: 'Log Off', 'Materials Only', 'Instructors Login', and a button labeled 'Back to ESS'. Below the logo, the user is greeted with 'Welcome CLAUDIA RANGER' and 'School Board of Broward County Employee'. A box indicates 'Classes to enroll RANGER, CLAUDIA (112906)'. Below this is a 'CART EMPTY' button with a shopping cart icon. The course details for 'BEEP: The Digital Toolbox OnlineCourse' are listed, including start and end dates (Monday 3/16/2009 to Sunday 5/17/2009), space availability, and a closing date of 3/2/2009. A red text block provides contact information for Bethany Fee (7543214883). The class is described as on-line with no specific location, 30 inservice points, and a target audience of Instructional K-12. A course description note states that descriptions are available in ESS. Enrollment information shows 7 people enrolled and 28 seats available. At the bottom is a 'SIGN-UP' button with a crown icon.

BROWARD VIRTUAL UNIVERSITY

[Log Off](#) [Materials Only](#) [Instructors Login](#) [Back to ESS](#)

Welcome CLAUDIA RANGER
School Board of Broward County Employee
Classes to enroll **RANGER, CLAUDIA (112906)**

CART EMPTY

BEEP: The Digital Toolbox OnlineCourse
Start Date(s) End Date(s)
Monday 3/16/2009 Sunday 5/17/2009
Space Available
Course closing date: 3/2/2009

For information about this class contact:
FEE, BETHANY
7543214883

This Class will be taught at on-line - no specific location.

Total Inservice Points: 30

Target Audience: Instructional K-12

Course Description:
descriptions are available in ess

There are 7 people Enrolled in this class. There are 28 seat(s) Available at this time.

SIGN-UP

Click Sign-up to book into this course.

Click here if you don't want to continue with the booking.

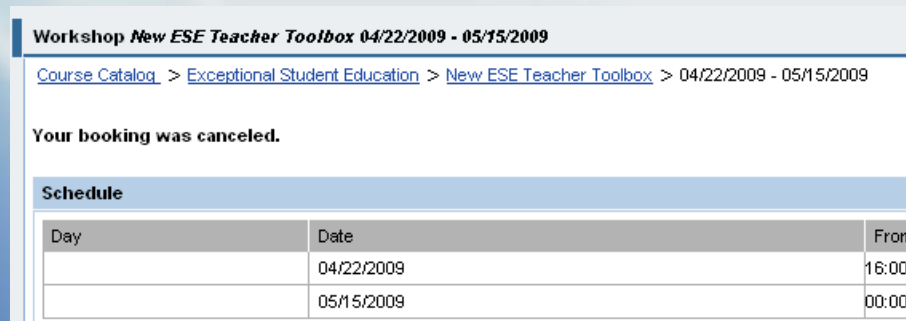
Note: Fees and payment method will be assessed on the next page.

Canceling a Course

You may cancel out of a course up to 24 hours before the Start Date.

Except for online (electronic, interactive) courses which cannot be canceled within 14 days of the start date.

- Go to My Training Activities
- Click on the Course you wish to Cancel
- Select “Cancel booking for this course.”
- You will receive the message “your booking was canceled” at the top of your screen.

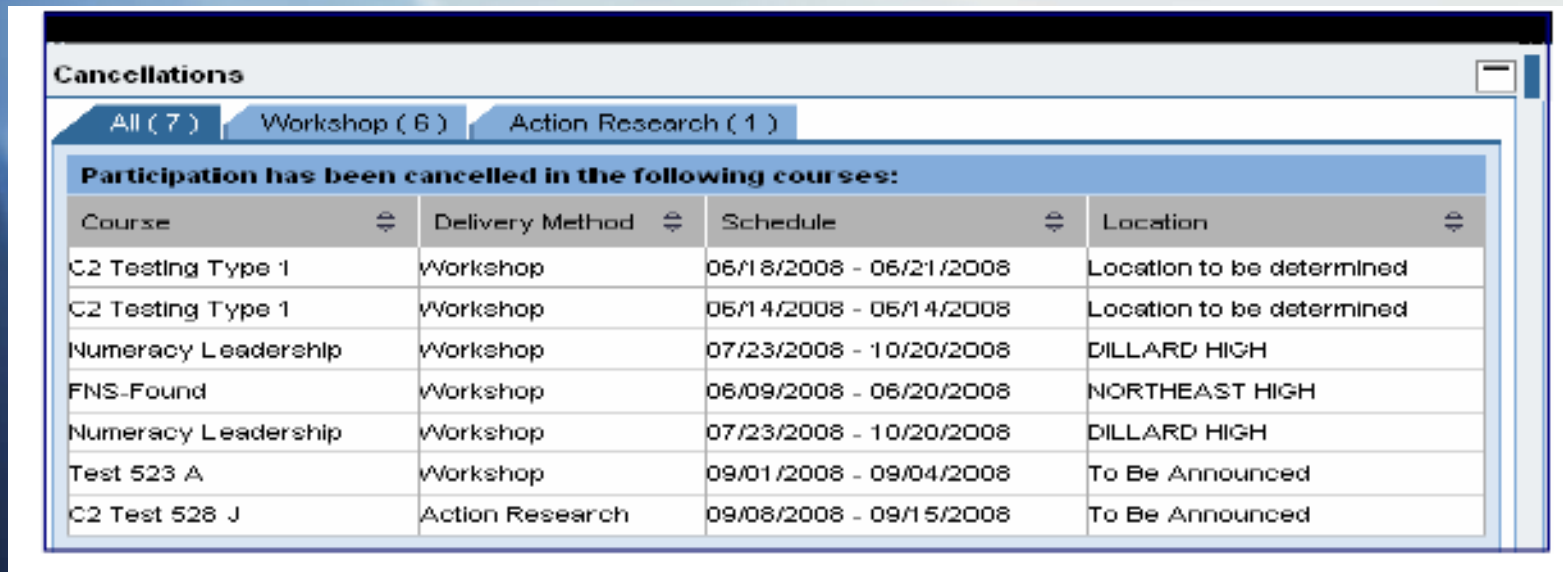


The screenshot shows a web page for a course titled "Workshop New ESE Teacher Toolbox 04/22/2009 - 05/15/2009". The breadcrumb trail is "Course Catalog > Exceptional Student Education > New ESE Teacher Toolbox > 04/22/2009 - 05/15/2009". A message states "Your booking was canceled." Below this is a "Schedule" section with a table showing the course dates and times.

Day	Date	From
	04/22/2009	16:00
	05/15/2009	00:00

- **NOTE:** When canceling online courses you will be sent to another screen to continue with the process, just like the booking online courses process described in previous slides.

Canceling a Course continued...



The screenshot shows a web application window titled "Cancellations". It has three tabs: "All (7)", "Workshop (6)", and "Action Research (1)". Below the tabs, a blue header bar states "Participation has been cancelled in the following courses:". Underneath is a table with four columns: "Course", "Delivery Method", "Schedule", and "Location". Each column has a small upward and downward arrow icon. The table lists seven canceled courses.

Course	Delivery Method	Schedule	Location
C2 Testing Type 1	Workshop	06/18/2008 - 06/21/2008	Location to be determined
C2 Testing Type 1	Workshop	06/14/2008 - 06/14/2008	Location to be determined
Numeracy Leadership	Workshop	07/23/2008 - 10/20/2008	DILLARD HIGH
FNS-Found	Workshop	06/09/2008 - 06/20/2008	NORTHEAST HIGH
Numeracy Leadership	Workshop	07/23/2008 - 10/20/2008	DILLARD HIGH
Test 523 A	Workshop	09/01/2008 - 09/04/2008	To Be Announced
C2 Test 528 J	Action Research	09/08/2008 - 09/15/2008	To Be Announced

Courses you have canceled will be displayed on the “My Training Activities” page under the “Cancellations” Section.

Requirements to receive credit for a BCPS Course

- Register for the Course in ESS
- Attend all Sessions
- Sign the sign-in sheet for all sessions
- Achieve 80% mastery of the objectives
- Complete follow-up activities and submit by the due date
- Complete the Course Appraisal *prior to* the End Date of the Course

Accessing Inservice Reports

Go to ESS > Professional Development > Inservice Report

The screenshot shows a web application interface for 'External Self-Service'. The top navigation bar includes 'Home' and 'External Self-Service'. Below this, a sub-navigation bar shows 'Contact Information' and 'Professional Development'. The main content area is titled 'In-Service Report' and includes a 'History' link, 'Back', and 'Forward' buttons. On the left, a 'Detailed Navigation' sidebar lists 'Professional Development', 'Course Appraisals', and 'In-Service Report' (which is highlighted). Below this is a 'Portal Favorites' section. The main content area is titled 'In-Service Report' and contains a 'Search For My Event History' section. This section includes a 'SEARCH BY' dropdown menu with the text 'ENTER A SELECTION', a 'Course Dates' field with a date range from '01/01/1900' to '12/31/9999', a 'Sort By' dropdown menu with the text 'Date', and a 'Search' button.

To view all records leave dates at default
Click Search

OR

Enter a date range to search within a specific
timeframe
Click Search

Viewing Inservice Reports

To view more than one page,
click the arrows or pages
and use the scroll bars
to move from
side to side,
or up and down.

Your
Inservice Report
will display for
the date range
you selected.

Block

Training Event History Report
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
In-service Record selection criteria Date Range: 01/01/1900 - 12/07/2007 Page 1 of 1

ID:
SSN:
Total Used Points:
Total Bankable Points: 0
Total Points: 24

Course From: 07/07/2003 To: 07/07/2003		Points:	Activity: I(internal workshop)
BET	10131422	CAB-Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to Incentive:	

Course From: 01/13/2004 To: 01/16/2004		Points: 24	Activity: I(internal workshop)
BET	50010298	Sterling Immersion Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to Incentive:	

You may view online, save, or print your inservice report from the screen.

In-Service Report

Back

Training Event History Report
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
In-service Record selection criteria Date Range: 01/01/1900 - 12/07/2007

Page 1 of 1

ID:
SSN:

1 → Total Used Points: 0
Total Bankable Points: 24
3 → Total Points: 24

Course From: 07/07/2003 To: 07/07/2003		Points:	Activity: I(internal workshop)
BET	10131422	CAB-Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to incentive:	

Course From: 01/13/2004 To: 01/16/2004		Points: 24	Activity: I(internal workshop)
BET	50010298	Sterling Immersion Training	
Requirement Code	No Requirement Exists	District: 06(Broward)	
Bankable Req Code	No Requirement Exists	Date Points Used:	
Incentive	No Points Used for Incentive	Assigned to incentive:	

1-Total Used Points = total amount of bankable points that have been used during the search period

2-Total Bankable Points = total amount of points earned during the search period that are bankable for recertification (certain endorsement courses)

3-Total Points = total amount of points earned during the search period

Completing Appraisals



A. Go to **ESS > Professional Development > Course Appraisals**



B. Note: You should select the "Refresh" button before and after you complete an appraisal in order to refresh your screens.

C. Select the "Course Link" of the course you wish to appraise.

D. After selecting the Course Link, the '**Course Appraisal Screen**' will open in a separate window.

Completing Appraisals continued...

Complete all the information on the **Course Appraisal** select '**Complete and Submit.**'

The screenshot shows a web-based appraisal form titled "Level 1 Workshop Appraisal" for "The School of ... County, Florida". The form includes fields for "Course Appraisals", "Appraisal Document Status" (In Process), "Participant" (RANGER, CLAUDIA JOSEFINA), "Business Event" (9754), "Validity Period" (09/14/2008 to 08/14/2009), and "Appraisal Date" (01/27/2009). Below these fields are four buttons: "Complete and Submit", "Save", "Exit", and "Print". Callout boxes provide instructions: "Complete and Submit" is for final submission; "Save" is for saving progress; "Exit" is a warning that unsaved data will be lost; and "Print" is for printing the appraisal. Below the buttons, the form title "Level 1 Workshop Appraisal" and the school name are repeated. A section for "Agree" has radio buttons for "Agree" and "Strongly Agree". A question "1. The training facility was conducive to my learning." is visible with a dropdown menu set to "No Value".

If you are unable to finish the information, you may select '**Save**' in order to access and complete the appraisal at a later date.

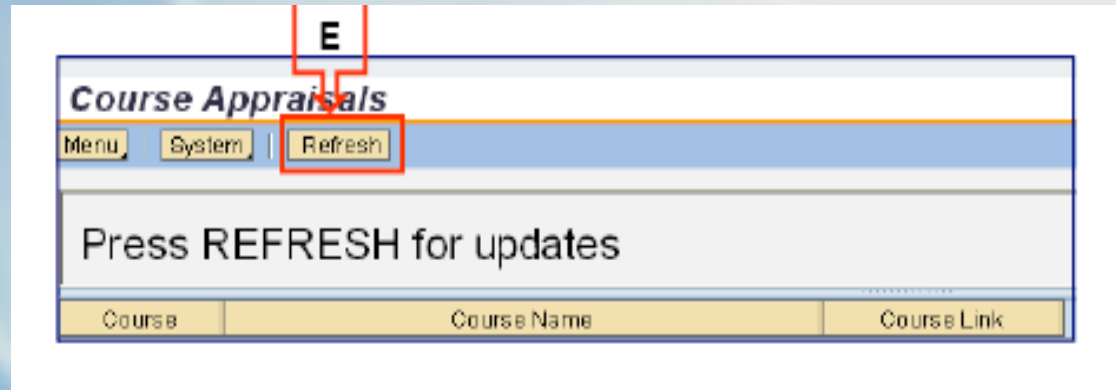
If the '**Exit**' button is selected without saving first, all entered information will be lost.

The appraisal may be printed.

Please Note:

- Inservice Points will ***not*** transfer to your inservice record until you have selected '**Complete and Submit.**'
- Course Appraisal must be completed ***prior to*** the end date of the course or it will not be valid and you will not receive credit.

Completing Appraisals Continued...



The screenshot shows a web interface titled "Course Appraisals". Below the title is a navigation bar with three buttons: "Menu", "System", and "Refresh". The "Refresh" button is highlighted with a red rectangular box. Above this box, a red letter "E" is positioned. Below the navigation bar is a text area that says "Press REFRESH for updates". At the bottom of the interface is a table with three columns: "Course", "Course Name", and "Course Link".

Course	Course Name	Course Link
--------	-------------	-------------

E. **Reminder!**

Select the "Refresh" button after you complete an appraisal and it will remove that course from the list of courses to appraise.

Support

www.broward.k12.fl.us/erp

BRITE Support Center – 754.321.8120
Mondays-Fridays
7AM-5PM

HRD-PDS Support - 754.321.5055
Mondays-Fridays
8AM-5PM

When calling for support, be in front of your computer with the following information:

- First and Last Name
- User ID Number
- Work Location
- Contact Phone Number
- Brief description of the issue along with Course information