

Instructions for Logging into the Program School Year 2016-2017

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Various Browsers: Most people use more than one computer these days. Now various modes of transfer have been made easy. The PRF software now installs directly into your browser, regardless if you are using Internet Explorer, Google Chrome, Safari, or Firefox.

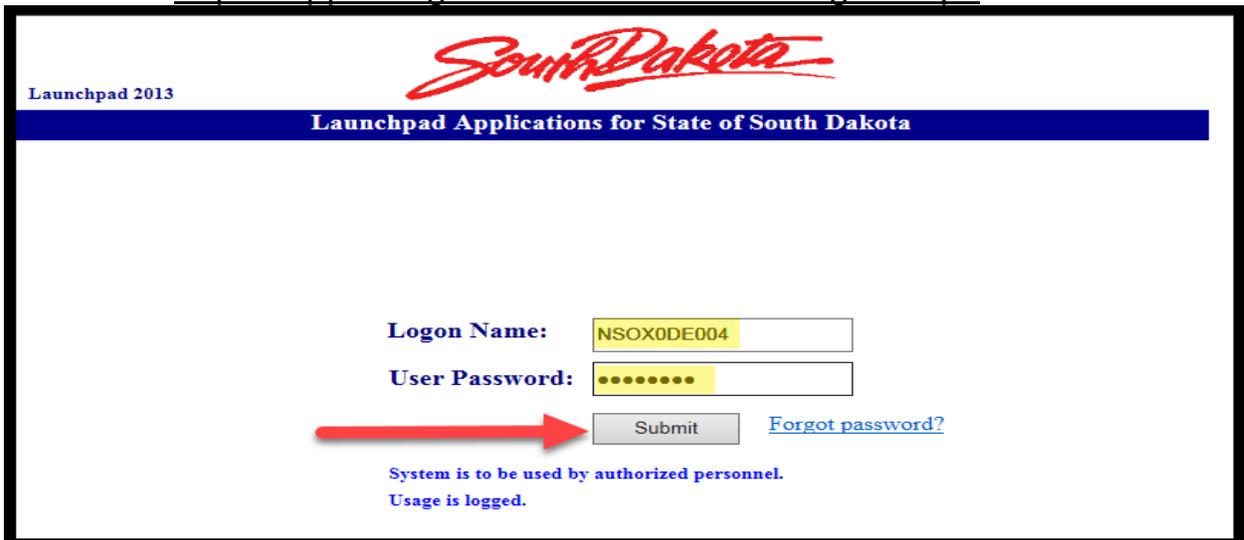
Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Initial Steps to Login

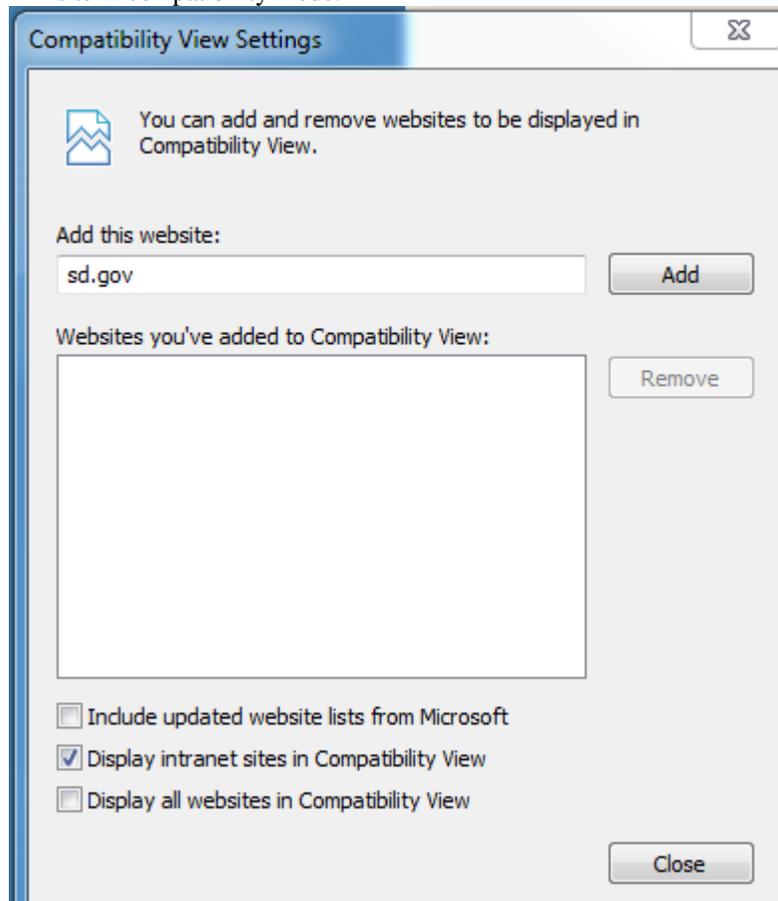
STEP#1: To access the Personnel Record Form (PRF) web-site for submitting your data you should log in through the following internet address. This program requires the use of Internet Explorer version 8.0 or greater. Mobile devices will still NOT be acceptable.

<https://apps.sd.gov/DP42LaunchPad/Logon.aspx>



Troubleshooting

- Consult with your Computer Tech
- There are still issues with people using IE 10 and IE 11 against the new web servers. However, we believe people using these browsers should be able to run the application successfully if they turn on compatibility mode for this site in their browser. To do so they just need to click on the Tools option on the IE menu bar and then select Compatibility View Settings. A screen like the one below should be displayed. Clicking on the add button and then the close button should tell their browser to run this site in compatibility mode.



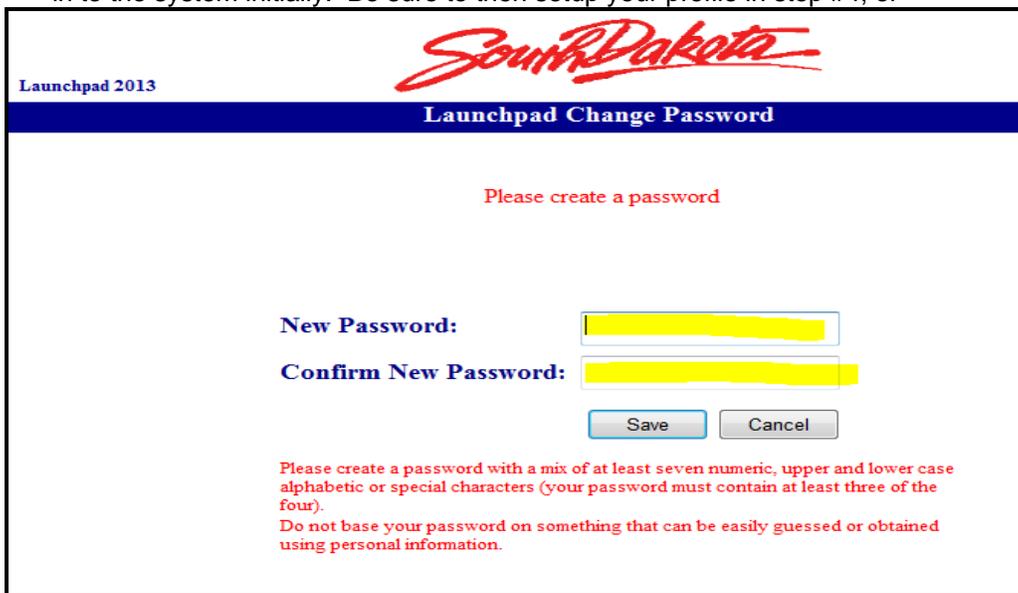
STEP #2: Add your Login Name and User Password.

- **REMINDER: The first four digits are CAPITALIZED letters (i.e. NSOX#####).**
- **The next digit is a number and NOT a capitalized letter O. (i.e. ####0#####).**
- **The next two digits are CAPITALIZED letters (i.e. #####DE###)**
- **The last three digits are numbers and NOT two capitalized letter O's along with a 4. (i.e. #####004)**

- The same Login Name and Password used last year should be used again this year. If you want more than one user per district, you can add additional users now.

If you do not have your Login Name and Password, then you can do the following:

1. Ask your superintendent for the username information your predecessor made use of. Be sure to then setup your profile in step #4, or
2. If you don't have a profile setup, contact Deedra Gesinger and she can give you your Login Name and reset your password. She can be reached by emailing her at Deedra.Gesinger@state.sd.us or calling her at (605) 773-6934. After the password has been reset, the system will require you to encode the temporary new password Deedra will give you plus you will need to set your permanent password when you log in to the system initially. Be sure to then setup your profile in step #4, or



South Dakota

Launchpad 2013

Launchpad Change Password

Please create a password

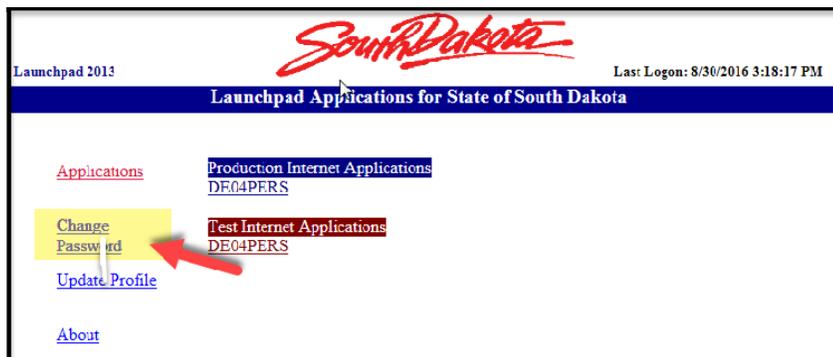
New Password:

Confirm New Password:

Save Cancel

Please create a password with a mix of at least seven numeric, upper and lower case alphabetic or special characters (your password must contain at least three of the four). Do not base your password on something that can be easily guessed or obtained using personal information.

3. If you have a profile setup already, you can click on "Change Password".



South Dakota

Launchpad 2013

Last Logon: 8/30/2016 3:18:17 PM

Launchpad Applications for State of South Dakota

Applications

Change Password

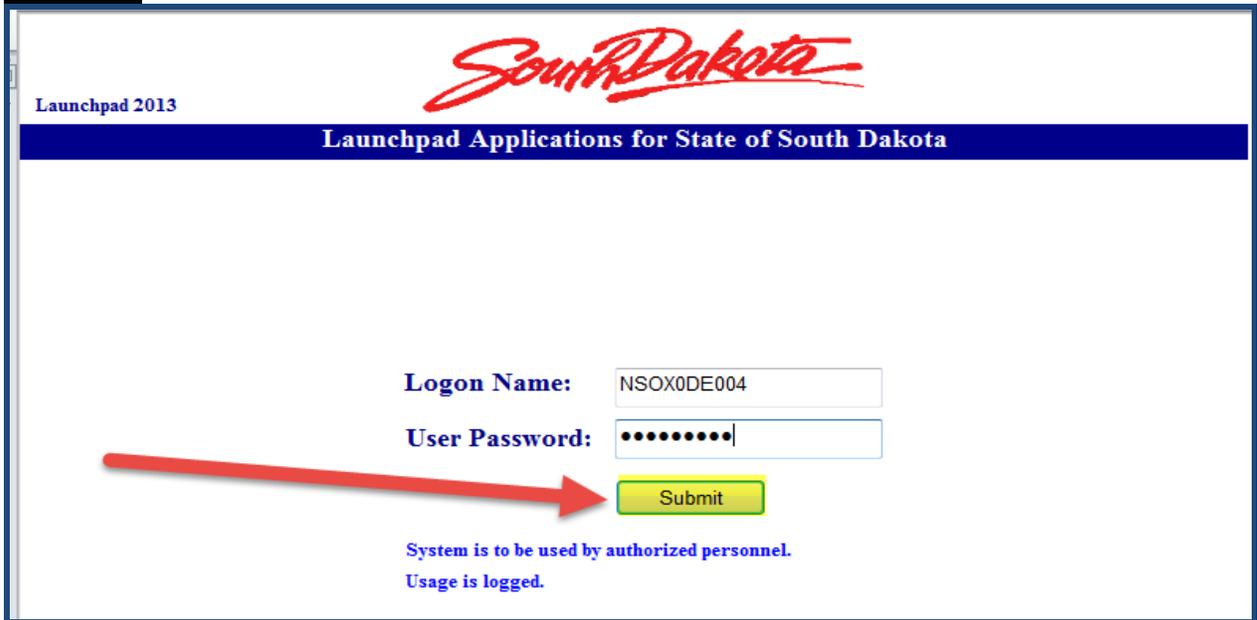
Update Profile

About

Production Internet Applications
DE04PERS

Test Internet Applications
DE04PERS

STEP #3: Click Submit



South Dakota

Launchpad 2013

Launchpad Applications for State of South Dakota

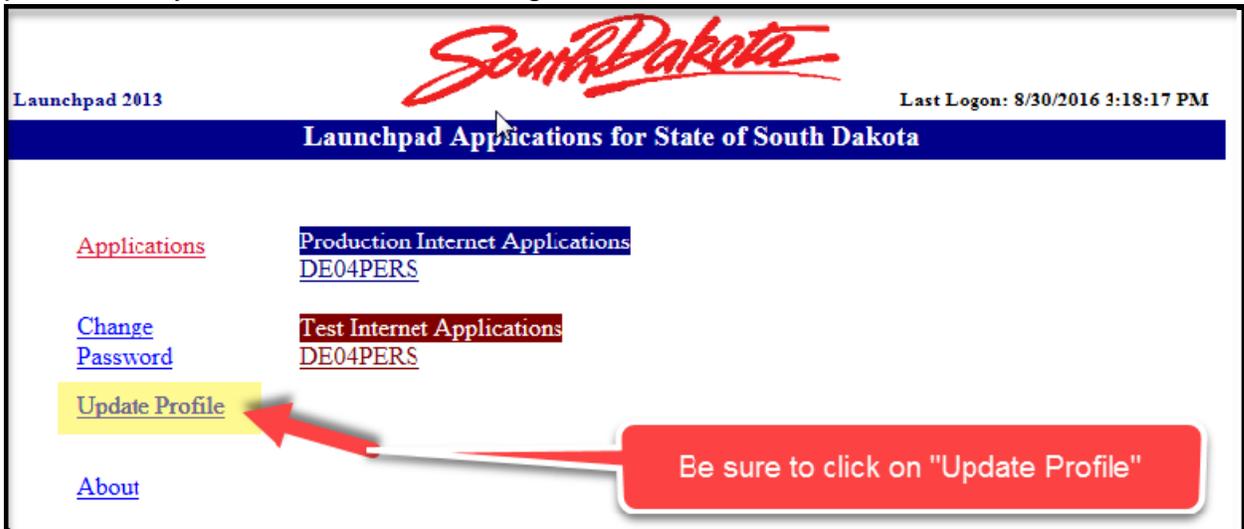
Logon Name: NSOX0DE004

User Password: ●●●●●●●●

Submit

System is to be used by authorized personnel.
Usage is logged.

STEP #4: The system has a feature that allows you to reset your password. Updating and selecting the appropriate user profile settings within PRF is an important first step for all existing and new users and you cannot reset your password if you overlook these settings.



South Dakota

Launchpad 2013

Last Logon: 8/30/2016 3:18:17 PM

Launchpad Applications for State of South Dakota

[Applications](#) **Production Internet Applications**
DE04PERS

[Change Password](#) **Test Internet Applications**
DE04PERS

Update Profile

[About](#)

Be sure to click on "Update Profile"

It is within the user profile settings where you can choose how to setup certain features in the PRF system defining your email address and security questions. You can log in to adjust the email address and security questions at any time when the contact changes.

STEP #5: Access the PRF Application

- Click on DEO4PERS



- You will now see the PRF Screen. The chart provides a visual display of data requirement that otherwise will become increasingly apparent as it determines which menus you have access to. Take a minute to find out exactly what you'll need in order to complete this data submission.

School Year: 2017 District #: 04501 District Name: Apple Plussan

DE04 Personnel Data Collection

Test

Actions

Oversee His/Her Training

Revoked Bus Driver Licenses

Credentials

District Information

Classified Staff by Assignment

District School Information

Staffing - Teacher/Admin/SSS

Plan of Intent

Classified Staffing

Paraprofessionals

Bus Drivers

Contracted Services

Vacancy

Assurance Statement

PRF Staff Upload

PRF Assignment Upload

Assurance

Individual Information

Titles / Schools

Update Attendance Center

Support Tables

Reports

Administrative

Welcome to the Main Menu of the Personnel Data Collection

Requirements For PRF Database

	Public	Non Public	Title/BA	Corp/State/Parish	Special Population	Community Support Positions	State Special Staff	Alternative	Virtual School
District/School Information	X	X	X	X			X	X	X
Staffing - Teacher/Admin/SSS	X	X	X	X			X	X	X
Salary	X		X	X					
Plan of Intent	X	X	X	X					X
Classified Staffing	X		X				X		
Paraprofessionals	X			X			X		
Bus Drivers	X	X	X	X			X	X	
SPTD Contracted Services	X			X			X		
Vacancy	X	X	X	X			X	X	
Assurance Statement	X	X	X	X			X	X	X
Top Section	X	X	X	X			X	X	X
Bottom Section	X	X	X				X		X

Logging Off The System

Click on the Close Button. **Be sure you have saved ALL your data before you log off!!**

School Year: 2017 District #: 04500 District Name: Apple Blossom

Teacher / Admin / SSS Staffing (Bartels, Rosette A) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed Reporting Type: Non-Certified Educator

Choose: If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.

Switched position in the district and previous position is still vacant

Status

New Employee - 1st year hired as a certified staff in any school district, in any state.

Total Teaching Experience (enter to this school year) Total Admin/School Service Specialist Experience (enter to this school year)

House Qualified?

Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below)

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
06-Apple BlossomPreschool - 06	20101 Pre-Kindergarten Teacher	73029 Pre-Kindergarten			0.50	X	X	X	X			

Add Assignment

Personnel Record Completely Updated!

#1 Click on Save

#2 Click on Close

Save Print Cancel