



SPP 6 EE Decision Tree

Standard User Guide

October 2014

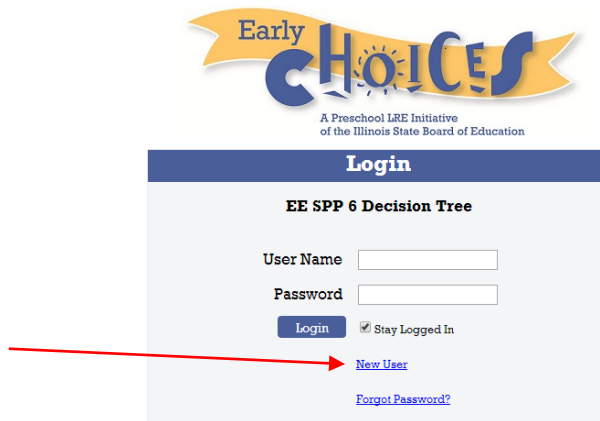
TABLE OF CONTENTS

Section	Page
URL	2
New Users: Creating a User Name and Password	2
Logging In	3
Adding a New Entry	3-4
Printing or Saving Your Record as a PDF	4
Emailing Your Record	5
Navigation	5
Logging Out	5
Questions or Issues	5

URL: <http://ec-sppsix.com/>

New Users: Creating a User Name and Password

1. If you are a first time user of the SPP 6 app, click on the New User hyperlink to create a User Name and password.



2. Enter the required fields, as identified with a red asterisk*, on the New User form:



3. After you click the Save button, you will receive an email confirmation with your User Name and Password for your records.

NOTE: The email will come from a “no-reply” address, so check your spam/junk email if it appears you haven’t received the email. If the email is not found anywhere, email support@socialteck.freshdesk.com. Include your name and email address, and explain the issue.

Logging In

1. Enter your User Name and Password, then click the Login button:



Adding a New Entry

1. Once logged in, you will see your options on the Home Page:

Welcome, Matt Benrus!

8/6/2014 [Logout](#)



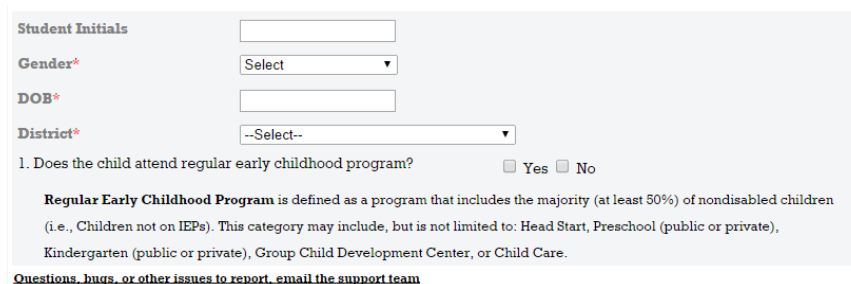
SPP 6 EE Decision Tree



[Questions, bugs, or other issues to report, email the support team](#)

2. Click on the Add New Entry button.
3. The SPP6 Decision Tree page will appear. Enter all required fields about the Child's Gender, Date of Birth (DOB), and Home District.

- This is an anonymous entry- Child's First and Last Name is not needed to use this tool.
- Student Initials is not a required field, but can help you reference the record. It will be included on any printed or saved records. (For more information about printing, see page 4)
- The "Other" option for District is located at the end of the pick list, after the "Z" Districts.



4. Proceed with answering the early childhood program questions in relation to this Child.

- For question 1, if you check “Yes”, indicating the child **does** attend a regular early childhood program, you will see a picklist appear where you can select the specific type of program.
- Once you proceed through all questions, you will receive a “Code As” message at the bottom of the page. That is the Code you will use for the Child.

In the Regular Early Childhood Program.
 In some other location.

Code as 33

Questions, bugs, or other issues to report, email the support team

- Click the Submit button to save this Record. (To not save and start over, click the Cancel button).
- Once submitted, the system will generate a message telling you the form has been submitted to the app successfully.

Printing or Saving Your Record as a PDF

- First, be sure you have submitted your Record.
- If you need a copy of the information on the Record, click on the Print/Save to pdf button.

In the Regular Early Childhood Program.
 In some other location.

Code as 33

Questions, bugs, or other issues to report, email the support team

Below is an example of what the pdf will look like:

EE Decision Tree	
Child Rating Details	
Student Initials	JEN
Gender	Female
DOB	01/08/2010
District	Addison SD 4
Type of Early Childhood Program	Head Start
Code As	33

Emailing Your Record

1. First, be sure you have submitted (saved) your Record.
2. If you would like to email a copy of the information on the Record, click on the Email button.
3. The Compose Email page will appear, where you'll enter your information:

Compose Mail

From: Kelly Hyde(no-reply@ec-sppsix.com)

To:

CC:

Subject: EE Child Rating Details

Attached: EE_EMAIL-10-14-2014

Enter Your Message Below:

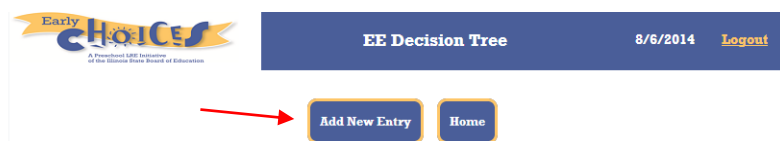
[Questions, bugs, or other issues to report, email the support team](#)

4. Enter the email address(es) in the To field and/or the CC field.
5. Enter a brief message.
6. Click on the Send Email button.
7. The recipients will receive the information in the Record via email. (This will look very similar to the PDF generated. Example on page 4).

NOTE: The email will come from a “no-reply” address, and your name will display in the From field. Tell recipients to check their spam/junk email if it appears they haven’t received the email. If the email is not found anywhere, email support@socialteck.freshdesk.com. Include your name and email address, and explain the issue.

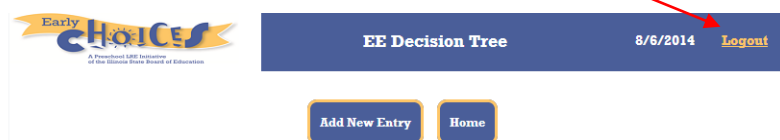
Navigation

1. Your Menu options will appear at the top of each page:



Logging Out

1. To Logout of the app, click on the Logout hyperlink located in the top right corner of every page.



Questions or Issues

Email support@socialteck.freshdesk.com . Include your name, email address, and further details.