Daily School Absenteeism Reporting
Training Manual
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New User Registration
The following section will instruct new users how to register an account to the DCHD School Absenteeism Reporting System.

<table>
<thead>
<tr>
<th>New User Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on the following link – <a href="http://connect.dupagehealth.org/ILIreporting">http://connect.dupagehealth.org/ILIreporting</a></td>
</tr>
<tr>
<td>2. From the login screen of the DCHD School Absenteeism Reporting system, click the Register button</td>
</tr>
</tbody>
</table>

![Register your School](image)

3. The Create an Account screen will be displayed. Enter the following information to create a new account:
   - First Name | Last Name | Title | Login Type (either School or Superintendent)
   - District | Schools (select 1 or more school) | Phone Number | Email Address | Password

   *If District Superintendent is selected, your account will need to be verified by DCHD staff. Once approved, an email will be sent to the email address specified within the form.

4. After submitting a registration, a confirmation email will be sent to the email address that was setup within the system. The email will come from [ILIReporting@dupagehealth.org](mailto:ILIReporting@dupagehealth.org) and look similar to the one below:

![Confirmation Email](image)
5. Once registered, access to the site will be available. Click on the link - Please login to the system.

6. Enter the account information which was saved previously.

7. Once logged in, the Daily School Absenteeism Form will be displayed.
I Am Not Sure If I Have an Account...

If you are unsure if you have an account for the DCHD School Absenteeism Reporting application, please enter a “Forgot Password?” request to determine if an account exists for your email account.

1. From the home page of the DCHD School Absenteeism Reporting application, click the Forgot Password? Link

2. Enter the email address you may have used last year, most likely your school district email address

3. If the email address entered is not recognized within the system, then most likely you have never registered within the application.

   The following message will appear. To register for an account, click the Register Now link in the upper-right hand section of the page. For instructions to create an account – Click Here

4. Once the email address has been confirmed to be active, the following message will appear
5. An email will also be delivered to your email account. The email will be from - ILReporting@dupagehealth.org and will look similar to the one below:

```
From: ILReporting@dupagehealth.org
To: Mike Younz
Cc:  
Subject: System Password Reset

Your new password is: iuwss33
Change your password at: http://connect/ILReporting/Secure/ChangePassword.aspx

Thank You,
Communicable Disease & Epidemiology
111 N County Farm Rd
Wheaton, IL 60187
630-382-7979 Ext. 7533
```

6. Click on the link within the email and enter your email address and the temporary password

```
Daily School Absenteeism Reporting

This site is used to submit daily reports and review previously submitted reports.

Email Address: myanez@dupagehealth.org
Password: ********

[Remember Me]
Log In  Forget Password?
```

7. After logging into the application, the Reset Password screen will appear requesting a change from the temporary password. *Note – You will not be able to access the site without resetting your temporary password.

```
Reset Password

Please enter your Email Address and temporary password below.

Email Address: myanez@dupagehealth.org
Temporary Password: 
Enter temporary password sent in email.
New Password:
Must be at least 8 characters, including a number. Example: ninjas1
Re-enter Password:

Submit  Cancel
```
8. After changing the temporary password, the Daily School Absenteeism Form will be displayed
Completing the Daily School Absenteeism Form

The following form will be the primary form that will be used to enter daily absenteeism data for your school. To enter school data, follow the steps within this section.

1. Enter the Date Reported. This date will be the current date or a previous date. The system will not accept data for a future date.

2. Choose the school that the data should be associated with.

3. Complete the Student Absences section
   The Influenza-like Illness (ILI) box should include data for students that were called in before school started with fever >= 100 F and cough/sore throat.

<table>
<thead>
<tr>
<th>Student Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Influenza-like Illness</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

4. Complete the In School Illness (due to influenza-like illness) section. The data entered in this section should be the number of Students/Staff that became ill at school and were sent home.

<table>
<thead>
<tr>
<th>In School Illness (due to influenza-like illness)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Students</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Complete the Staff Absences section. The Influenza-like Illness (ILI) box should include staff that called in before school started with fever >= 100 F and cough/sore throat.

<table>
<thead>
<tr>
<th>Staff Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Influenza-like Illness</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>
5. Enter the Student Enrollment & Total Staff number
   Within this part of the form, there are fields that will automatically calculate Student/Staff Absentee Rate & Student/Staff ILI Rate. These rates will display once both entries are made and the Tab button is pressed, or once the form is submitted.

   * Note: Report absentee rates >= 10% due to illness to the Communicable Disease and Epidemiology Program immediately 630.682.7400 Ext 7553.

6. The comments field is available to provide comments to DCHD staff concerning your entries. The field is not mandatory.

7. Once the form has been completed and reviewed for accuracy, click the Submit button to submit and save absenteeism information for the date specified.

8. A confirmation message will be displayed stating the entry has been saved.

9. Click the OK button and a new Daily School Absenteeism Form will be displayed.
## Updating a Previous Entry

The new Daily School Absenteeism Form allows for previous entries to be updated and changed. Follow the steps below to update a previous entry that was submitted.

<table>
<thead>
<tr>
<th>Updating a Previous Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the top right corner of the Daily School Absenteeism Form, click the Previous Entries link.</td>
<td></td>
</tr>
<tr>
<td>2. Select the School and Date for the entry that needs to be updated.</td>
<td></td>
</tr>
<tr>
<td>3. The entries for the school and date selected will be displayed.</td>
<td></td>
</tr>
<tr>
<td>4. Review the data and modify the entries as necessary. For this example, the Student Influenza-Like Illness entry will be changed from 2 to 5.</td>
<td></td>
</tr>
<tr>
<td>5. Once the entry has been changed, the Totals at the bottom of the page will update based on the new data entered.</td>
<td></td>
</tr>
<tr>
<td>6. Once the form has been completed and reviewed for accuracy, click the Submit button to submit and save absenteeism information for the date specified.</td>
<td></td>
</tr>
<tr>
<td>7. A confirmation message will be displayed stating the entry has been saved.</td>
<td></td>
</tr>
</tbody>
</table>
View Absenteeism Reports

The Daily School Absenteeism Form allows for reports to be generated for a particular school and date range. To run a report for a school, follow the steps below.

1. Select the District Number & the Start/End Dates

2. Select the School(s) for the report. For this example, all of the schools within District 2 were selected. To select more than one school, press Ctrl and select schools.

3. Select the type of report

4. Select # of cases/percentages only or choose both # of cases/percentages.

5. Choose the type of format for the report – Web-based form or Export to Excel

6. Click the Submit button to run the report. If "Web-based form" was selected, the report will be displayed under the Submit button. Note: Users will view a loading message when report is running.

7. If one needed to switch the format of the report, simply select the Format option above the Submit button.

8. Click the Submit button. A File Download message will be displayed.

9. Choose to either Open or Save the file. The file will open within Excel.
Update Account Information
The Daily School Absenteeism Form allows users to modify account and contact information. To modify the account information stored within the Daily School Absenteeism application, please follow the steps below.

1. Click the My Account link in the top-right corner of the page
2. The My Account page will be displayed
3. Review the data stored within the My Account form and update the desired information. For this example, the phone number and email address were modified.
4. Click the Save button and a message will be displayed stating account information has been saved.
5. Click OK and the My Account screen will be displayed.
### Change Password

The Daily School Absenteeism Form allows users to change their password to the Daily School Absenteeism Reporting application. To change one’s password, follow the instructions below.

<table>
<thead>
<tr>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Click the My Account link in the top-right corner of the page</td>
</tr>
<tr>
<td><strong>2.</strong> The My Account page will be displayed</td>
</tr>
<tr>
<td><strong>3.</strong> Click the Change Password link on the My Account page.</td>
</tr>
<tr>
<td><strong>4.</strong> The Change Password page will be displayed</td>
</tr>
<tr>
<td><strong>5.</strong> Enter your current password and then enter your new password.</td>
</tr>
<tr>
<td><strong>6.</strong> Click the submit button and the Daily School Absenteeism Form will be displayed.</td>
</tr>
</tbody>
</table>
Daily Absenteeism Reporting Application – System Messages

The Daily School Absenteeism Form will validate and notify users when entries have been entered incorrectly. The message will be displayed under or next to the incorrect field. Below are some common messages that may be displayed when completing the form.

<table>
<thead>
<tr>
<th>MESSAGE</th>
<th>What Does That Mean?</th>
<th>What Do I Do Now?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login Screen</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Incorrect Email Address or Password. Please re-enter your email address and password or click "Forgot Your Password?" to reset your password. | The email address entered is incorrect or entered incorrectly. Also, the email address may not be registered with the system. | 1. Verify the email address and password and enter it again.  
2. Reset your password using the Forgot Password link.  
3. Register new account. |
| If you have not registered yet, click the "Register Password" link to the right. |                                                                |                                                                                 |
| **Daily School Absenteeism Form**            |                                                                |                                                                                 |
| Date cannot be greater than today's date.    | The date entered within the form cannot be later than the current date. | Select a different date that is either today or a previous date.               |
| Please verify your entry if any rates are >=10% | The absentee rate for the student or staff exceed 10% of the total enrollment/total staff | 1. Review data entered within the form and correct the incorrect value  
2. Confirm that indeed 10% of enrollment is ill is absent and call the DCHD Communicable Disease team at 630-682-7400 Ext. 7553 |
| This is a required field                     | A required field did not contain a suitable value before form was submitted. | Review form and add data to required field(s) that do(es) not have data.       |