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Introduction to the IDRC Electronic Survey Tool

What is the IDRC Electronic Survey Tool?

The IDRC Electronic Survey Tool is a tool that was created to assist your state's Migrant Education Program in identifying potential new students for the program. The Electronic Survey Tool gives your state's Migrant Education Program the opportunity to extend their reach in the community by allowing school districts, agribusinesses, community partners, currently enrolled families, and more to send in referrals for students that might potentially qualify. The Electronic Survey Tool was designed to be self-run and self-managed by the states using it, so they have power to address and respond quickly to all referrals received.

The Electronic Survey Tool is a great additional tool to help supplement your state's current recruiting efforts and was not designed to replace current Identification and Recruitment systems already in place. The Electronic Survey Tool is a great tool to use in collaboration with the Migrant Student Information Exchange (MSIX) database because it helps your state receive referrals for students who have not previously been identified for the Migrant Education Program.

More information on The Electronic Survey Tool can be found by visiting the IDRC website: <https://www.idr-consortium.net/ElectronicSurvey-Pilot.html>

The Two Sides of the IDRC Electronic Survey Tool

There are currently two different sides of the IDRC Electronic Survey Tool: The user side and the admin side.

The **user side** is the public facing portion of the Electronic Survey Tool. The user side of the Electronic Survey tool is the portion of the tool that anyone can access to provide a referral. It is the portion of the tool that can be shared with local educational agencies and community partners to help identify any students who could be potentially eligible.

The user side of the Electronic Survey Tool can be accessed at: <https://idrreferrals.net/>

The **admin side** of the Electronic Survey Tool is the administrative side of the Electronic Survey Tool and can only be accessed by users who have an account. The admin side of the Electronic Survey Tool allows users to view referrals that have been submitted, update referrals, declare the referrals to be eligible or ineligible, close referrals that had been addressed, and more.

The admin side of the Electronic Survey Tool can be accessed at: <https://idrreferrals.net/admin>

The Four Types of Users for the IDRC Electronic Survey Tool

There are four types of users that have access to the IDRC Electronic Survey Tool:

User Side	Admin Side
Community Users	Recruiters
	State Supervisors
	State Admins

Community Users: Community users are those that you share the IDRC Electronic Survey tool so they can fill out potential referrals. Community Users only have access to the public side of the Electronic Survey Tool platform and cannot view referrals once they have been submitted.

Recruiters: Recruiters have access to the Admin side of the IDRC Electronic Survey Tool. They have an account and can login to the Electronic Survey Tool platform to view only the referrals that have been assigned to them. Recruiters can declare referrals to be eligible or ineligible and can close referrals.

State Supervisors: State Supervisors have access to the Admin side of the IDRC Electronic Survey Tool and can help coordinate the recruiters. State Supervisor accounts can view referrals in their area and can manually assign referrals to recruiters in their area. Like recruiters, State Supervisors, can declare referrals to be eligible or ineligible and can close referrals.

State Admins: State Admins have access to the Admin side of the IDRC Electronic Survey Tool and oversee their state on the platform. State Admins can create new accounts for their state and manually assign referrals to both State Supervisors and Recruiters. State Admins can assign areas to State Supervisors and Recruiters and like State Supervisors and Recruiters they can update referrals. State Admins can view inactive referrals and reactive referrals as needed.

For a quick reference on each user type's capabilities see the following chart:

	Community Users	Recruiters	State Supervisors	State Admins
Create Referrals	✓	✓	✓	✓
Search and View Referrals	✗	✓	✓	✓
View all Referrals in a State	✗	(Only if assigned to the state)	(Only if assigned to the state)	✓
Update and Close Referrals	✗	✓	✓	✓
Assign Referrals	✗	✗	✓	✓
Create User Accounts	✗	✗	✗	✓
Assign Areas to Users	✗	✗	✗	✓
Reactivate Referrals	✗	✗	✗	✓

Sharing the IDRC Electronic Survey Tool

There are two ways the IDRC Electronic Survey Tool can be shared. The first is through the Electronic Survey Tool's URL. Anyone can complete a referral by entering the user side of the Electronic Survey Tool at:

<https://idrreferrals.net/>

The second method of sharing the Electronic Survey Tool is through the QR code that IDRC has created that links to the Electronic Survey Tool. A QR code is a digital image that can be scanned using the camera in your smartphone as a means of sharing website URLs or information. Once a QR code has been scanned, the connected link will open on the scanner's smartphone.

The QR code for the Electronic Survey Tool takes anyone who scans directly to <https://idrreferrals.net/> so they can submit a referral. The QR code can be printed, included on your state's Migrant Education Program website, or attached to any promotional materials your state may use. The QR code can be found below or at the IDRC website: <https://www.idr-consortium.net/ElectronicSurvey-Pilot.html>



How the IDRC Electronic Survey Tool can be Used

The IDRC Electronic Survey Tool was created to give flexibility to states in how they could use the Electronic Survey Tool platform to expand their Identification and Recruitment efforts. States should be creative in how they use the Electronic Survey Tool to help their recruitment efforts. Some ways that the Electronic Survey Tool can be used include but are not limited to:

- Create flyers to hang in the community to advertise local MEP services and include the image of the QR code to so anyone with the flyer can access the Electronic Survey Tool
- Include the URL to the Electronic Survey Tool in your email signature so that community partners you are in contact with might see it.
- Train teachers, migrant liaisons, or school district employees to fill out the Electronic Survey Tool when enrolling new students who have arrived
- Provide the image of the QR code to local agribusinesses and encourage new employees to fill out the Electronic Survey Tool during orientation

- Provide business cards with the image of the QR code to families already enrolled in the program so that they can fill out a referral when they meet a new family
- Share the Electronic Survey Tool with local migrant health services, migrant head start, food banks, or other community organizations that might work with families who have previously performed work in agriculture.

Data Security

The IDRC Electronic Survey Tool platform is stored in a database that is only accessible directly from the server. This prevents the database from being attacked through the internet directly. Access to the Electronic Survey Tool is only through encrypted communication (HTTPS). This prevents information from being read as it is being sent between the server and the user. Logging into the Electronic Survey Tool requires a password generated by the system so the password will be sufficiently complex, and it will not be a password that has been used before by the user on other websites. If attempts are made to log into the Electronic Survey Tool, the user account will become locked after repeated failed attempts and will require resetting. This eliminates password discovery by brute force. Passwords are encrypted in the server so passwords must be reissued if forgotten rather than read and passed along by an administrator. Administrators and Recruiters are assigned states and counties so even with access to the Electronic Survey Tool, only appropriate information for each user can be viewed. Access to the Electronic Survey Tool is logged so any changes to the system can be researched to determine when they were made, who made the changes and from where they accessed the system.

How to Submit a Referral

What Information is Required to Complete a Referral?

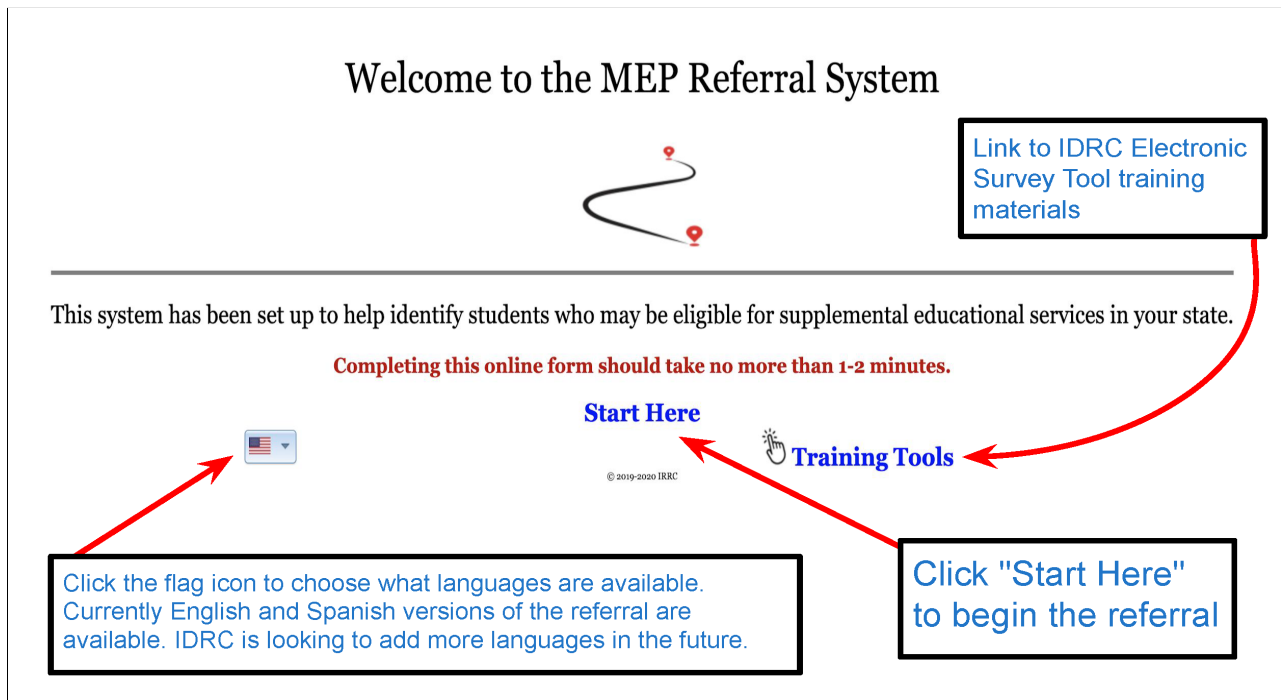
Turning in a referral using the IDRC Electronic Survey Tool is quick and easy. The Electronic Survey Tool was designed so that completing a referral only takes between 1-2 minutes.

The following information is required to complete a referral: the name and phone number of the person providing the referral, the contact information of the person/family being referred, when the person/family moved (if known), if there is anyone under the age of 22 in the household, and what type of work they have done (if known). The Electronic Survey Tool also asks for the contact information of who is completing the referral and any additional comments that might be helpful in addressing the referral, but that information is optional.

How to Complete a Referral

To complete a referral using the IDRC Electronic Survey Tool, first visit the user side of the Electronic Survey Tool at <https://idrreferrals.net/>

Once at the Electronic Survey Tool site you will be greeted with the introduction screen.



At the introduction screen, or from any subsequent page in the referral, you have the option to change the language of the referral by clicking on the United States Flag located in the lower left hand corner of the screen. You can then select from the drop-down menu the language you wish to complete the referral in. Currently the Electronic Survey Tool is available in English and Spanish, but more languages will be added in the future.

For recruiters and other Migrant Education Program staff looking for information on how to use the Electronic Survey Tool, you can click on the Training Tools button to be redirected to the IDRC website for the Electronic Survey Tool where you can find training videos, the Electronic Survey Tool Manual, and marketing materials for the Electronic Survey Tool.

To begin completing the referral click the words "Start Here." You will be taken to the first page of the referral form. To fully complete the referral, fill out all three pages of the referral form.

Please complete the following information as it pertains to the student:

Parent/Guardian/Household Member

Parent Name *

Address *

State *

City *

County *

Phone *

Is there anyone in the household under the age of 22?

Yes No

25%

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Page 1 of Referral:
Basic contact information of potential student's family and ensuring there are students under the age of 22 in the household.

Percentage bar shows how much of referral is completed

The first page of the referral form asks for you to provide basic contact information for the potential student and their family. You are asked to provide the parent's name, the address for the family, and their phone number.

When completing the address, you are first asked to select the state from a drop-down menu. Once you have selected the state where the potential student lives, that state's cities will automatically be populated in the City dropdown menu. Select the city from the drop-down menu and the appropriate county will automatically be filled in.

Finally, you are asked whether there is anyone in the household under the age of 22 living in the household

The red asterisks indicate required fields. If a required field has not been completed an error message will appear on the screen alerting you to the missing information. A bar in the middle of the screen indicates what percentage of the referral you have completed.

When all required information has been completed hit the next button to proceed to the second page of the referral. Hitting the cancel button will exit out of the referral.

Traveling for Work

Has anyone in the household moved or traveled for work in the last 36 months/ 3 years?

Yes No Unknown

If Yes, has anyone been employed in Agriculture or Fishing work during this move or travel?

Yes, select all that apply No Unknown

Feeding, Processing, Packing, Livestock

Dairy

Preparing fields, Planting, Cultivating crops

Poultry, Eggs

Harvesting Fruits, Vegetables or Trees

Milling, Cotton

Fishing

Greenhouse, Nursery, Sod, Hemp, Tobacco

Trees: Planting, Cutting

Other

Test

Prev
50%
Next
Cancel

Page 2 of Referral:
History of work information and ensuring the family has made a move in the last 36 months.

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The second page of the referral aims to find out the work history of the potential student or their family and the household's move history.

You are first asked if the student and their household have moved or traveled for work in the past 36 months. If you know the student and their household have made a move in the last 36 months answer yes, if no one in the household has made a move in the last 36 months answer no, and if you are unsure if a move has been made click unknown.

Next, you are asked if the student or anyone in the household has worked in the agriculture or fishing industries. If you know the student and/or someone in their household has been employed in either the agriculture or fishing industry then click yes, if you know that no one in the household has been employed in either the agriculture or fishing industry then answer no, and if you are unsure or if you are unsure whether the work qualifies as agriculture or commercial fishing then click unknown.

Finally, you are asked to indicate the job that was performed by click on the checkbox next to one or more of the pictures provided. If the agricultural or fishing work does not fall under any of the provided categories click the checkbox next to other and type in the work performed in the space provided.

Once all questions have been answered hit the next button to move on to the third and final page of the referral.



Contact Information

Contact information for person providing the referral


Insert contact information of who is submitting referral

*

Additional Comments

Any additional comments that might help in deciding eligibility or in contacting the family

Prev



75%

Next
Cancel

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Page 3 of Referral:
 Contact information for who is submitting the referral (in case further follow ups are needed).

Additional comments that could help the recruiter address the referral such as if they previously qualified for MEP, or when it is helpful to contact the family.


The third and final page of the referral is asking for the contact information for the person completing the referral. The contact information of who is completing the referral is important in case any follow up questions are necessary or in case the family is not able to be reached. The space is required although the amount of information you would like to provide is optional.

The last question on the referral is for any additional comments that might help in determining the student’s eligibility or for contacting the potential student and their family. Helpful comments can include but are not limited to the student's previous history with the Migrant Education Program, any clarifying remarks about the student's move or work history, and information on when is best to contact the family.


Once both questions have been answered the referral is complete. You can return to the previous screens to review and verify any information by clicking the prev button. To complete and submit the referral hit the Next button.

Thank you! Your referral has been entered.

Your information has been submitted.



Someone will be in contact shortly.



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[Next](#)

Page 4 of Referral:
Confirmation that referral has been
completed and received.

Once a referral has been completed and submitted, the user is presented with a screen letting them know that the referral has been submitted and someone will be in touch promptly with the student and their family.

What Happens to the Referral when it is Completed?

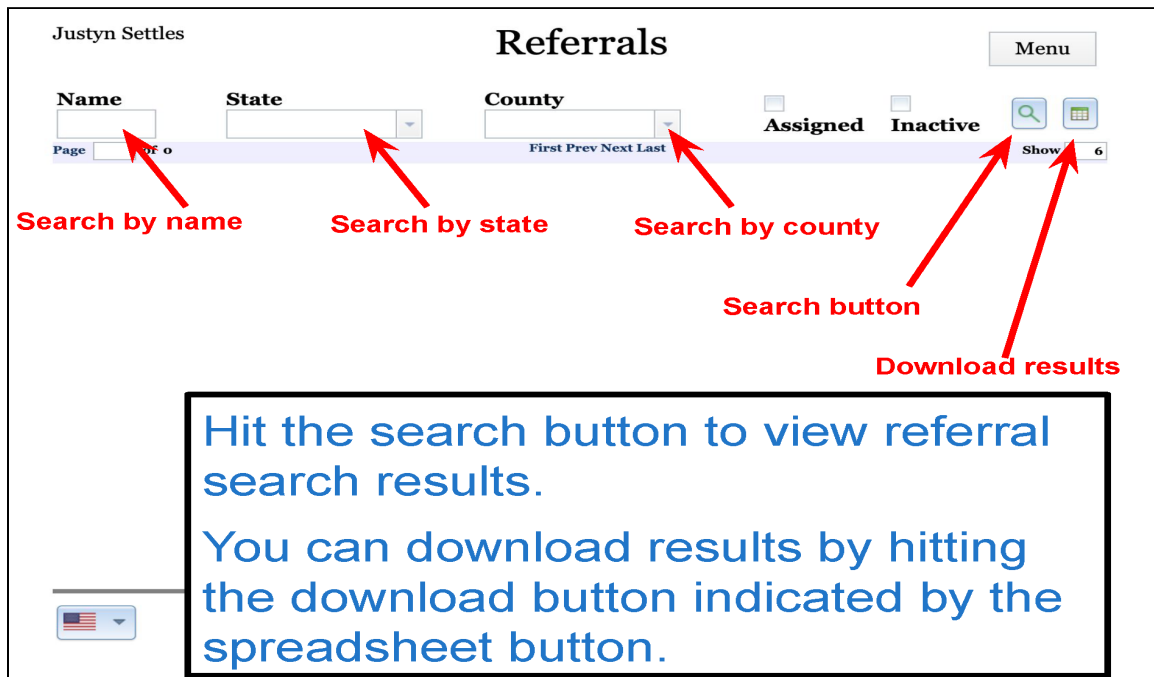
After a referral has been submitted, it is automatically assigned to a recruiter in the state where the potential student lives. The recruiter is immediately sent an email alert letting them know a new referral has been assigned to them. If there is no recruiter assigned to the area where the student lives, the Electronic Survey Tool sends an email to the State Admin account alerting them to the new referral and letting them know the referral has not yet been assigned to a recruiter.

Viewing and Searching Referrals

Referrals on the IDRC Electronic Survey Tool platform can only be viewed by logging into the Admin side of the Electronic Survey Tool. Recruiter, state supervisor, and state admin accounts all have access to viewing referrals. However, recruiter and state supervisor accounts can only view the referrals that have been received in the areas they have been assigned. For recruiter and state supervisor accounts to view all referrals in a state the state admin account must assign them the entire state.

To begin searching for and viewing referrals, you first need to login to the admin side of the IDRC Electronic Survey Tool by going to <https://idrreferrals.net/admin>. If you are an MEP employee and do not have an account to access the Electronic Survey Tool please contact your state's state admin so they can create an account for you.

After logging into the admin side of the Electronic Survey Tool, you need to visit the referrals portion of the Electronic Survey Tool by clicking on the Menu button in the upper right hand corner of the page and selecting "Referrals" from the drop down menu. You will be taken straight to the Referral menu.



The Referral menu is where you can search for and view all referrals you have access to in the system. At the top of the screen you will find the search options.

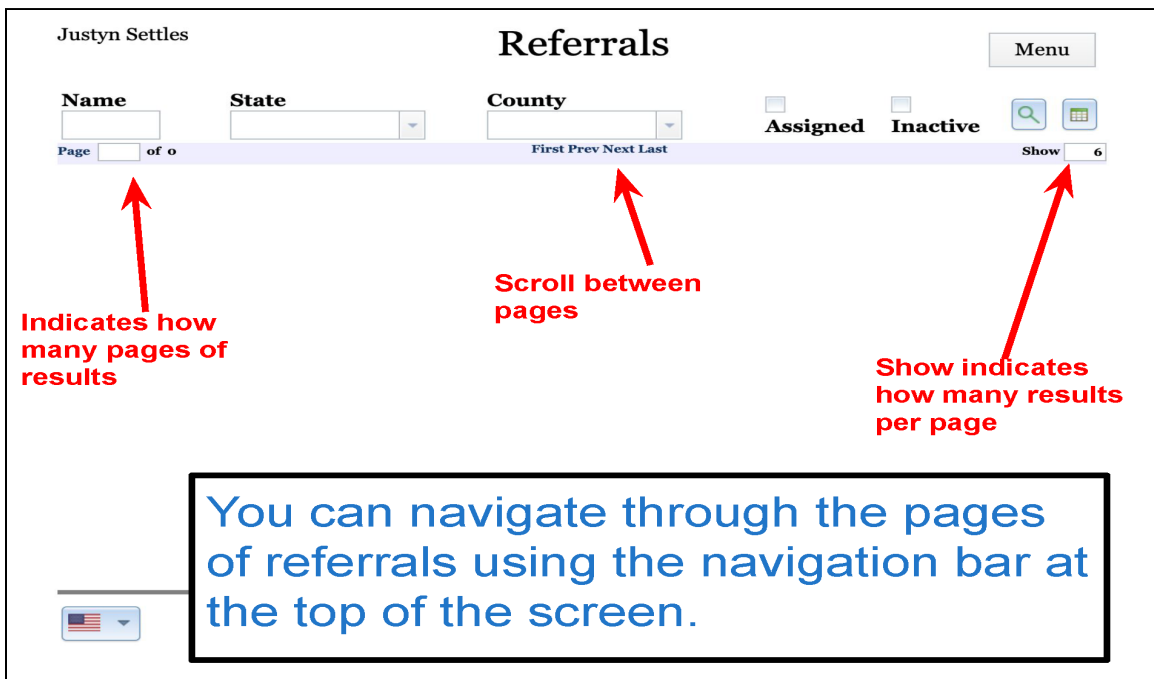
On the right-hand side of the screen there is the Search button as shown by the magnifying glass. Clicking on the Search button will immediately show you all referrals that have been assigned to you. The search results will appear down below the search navigation bar. Next to the Search button there is a button to download a report as indicated by the image of the spreadsheet. Clicking on the Download Report button will automatically download a Microsoft Excel spreadsheet of all referrals in the search results.

On the left-hand side of the screen you have the different options that help you search through the referrals. The first option is the Name box. You can search for referrals based on the name of the student's parents, the name of who submitted the referral, or the name of who the referral is

assigned to. Type the name into the Name box and then hit the Search button. The search results will appear down below the search navigation bar.

After the name box you have the State box. Select your state from the dropdown menu and then hit the search box. You will be shown all referrals you have been assigned from the selected state in the search results. Once the state has been selected you can further narrow down the search by choosing a county from the county drop down menu. The county drop down menu only shows counties from the state selected in the state menu. After the county has been chosen, click the Search button to view all the referrals assigned to you from the chosen county in the search results below.

State Admin accounts also have the option of viewing referrals that have been closed and deemed inactive. To view closed referrals, click on the checkbox where it says Inactive and hit the Search button. You will see all closed and inactive referrals displayed below in the search results.



Right below the search options is the navigation bar for scrolling through the search results. When looking at the referrals there may be multiple pages of referrals. On the upper left hand of the screen you will see the word Page indicating what page of the referrals you are on and how many total pages of referrals there are. On the upper right-hand side of the screen you will see how many referrals are being shown per page. You can change the number next to the word show to increase or decrease the number of referrals shown per page to better fit your needs. In the middle of the screen you will find the buttons that allow you to scroll between the different

pages. The first button will take you to the "First" page of referrals, the "Prev" will take you to the previous page of referrals, the "Next" button will take you to the next page of referrals, and the "Last" button will take you to the last page of referrals.

Parent	Address	Contact	Additional Comments	Status
test 33333333	test Jefferson County Littleton, CO	just a test to try		Undetermined Created
Jess C 000000	00000 Warren County Mcminville, TN	This is a test .	this family	Undetermined Created
Test 1 555-555-5555	55 Test St. Jessamine County Nicholasville, KY	555-5		Undetermined Created
		Test	test	Undetermined Created
Test 555-555-5555	55 Test St. Gibson County Trenton, TN			Undetermined Assigned Test Test

After clicking the Search button, the referrals will appear below the navigation bar. All referrals are automatically sorted so that the newest referrals appear first.

There are six columns that show the basic information for each referral. You are shown the parent name and phone number given, the address where the potential student lives, the contact information of who provided the referral, and any additional comments that might have been provided while the referral was being completed. The status column shows the status of the referral and the recruiter the referral has been assigned to. The possible referral status are:

- **New Referral:** Referral is new in the system and has not been followed up on by a recruiter.
- **Created:** Referral is new and has not been assigned to a user
- **Assigned:** Referral has been issued to a user
- **Eligible:** Recruiter has contacted referral and determined the referral to be eligible for MEP
- **Ineligible:** Recruiter has contacted referral and determined the referral to be ineligible for MEP
- **Testing:** The referral is a test of the Electronic Survey Tool system and does not need to be followed up on.
- **Unable to be Contacted:** The recruiter has attempted to contact the family from the referral numerous times but they are not able to be reached to make an eligibility

decision.

- **Closed:** Recruiter has closed the referral after making final eligibility determination

Justyn Settles

Referrals

Menu

Name State County Assigned Inactive

Page 1 of 3 First Prev Next Last Show 6

Parent	Address	Contact	Additional Comments	Status	
test 33333333	test Jefferson County Littleton, CO	just a test to try		Undetermined Created	
Jess C 000000	00000 Warren County Mcminville, TN	This is a test .	this family	Undetermined Created	
Test 1 555-555-5555	55 Test St. Jessamine County Nicholasville, KY	555-555-5555		Undetermined Created	
		Test	test	Undetermined Created	
		test		Undetermined Created	
Test 555-555-5555	55 Test St. Gibson County Trenton, TN	testemailidr3@gmail.com		Undetermined Created	

You can navigate through the pages of referrals using the navigation bar at the top of the screen.

The far-right column shows the three buttons that can help provide more information about the referrals and allow you to update the referral. The first button, a clipboard, is the Referral Detail button and will open the Referral Detail window. The second button, a notebook, will bring up the referral's log that details the referral's history. The last button, as seen by the pencil on a piece of paper, is the edit referral button and will open the Referral Update window. We will discuss updating referrals in the next chapter of the manual.

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Referral detailed information screen shows:

- Referral contact information
- Contact information of who created referral
- Language referral was completed in
- When referral was created
- When referral was updated
- Who referral is assigned to

The Referral detail window provides all information from a referral including the parent name, phone number, address, contact information of who provided the referral, the language the referral was completed in, and the time and date the referral was created and updated.

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Survey
Tool

Referral log screen shows:

- When referral was created
- When referral's assigned user is changed
- When referral's status is updated
- When referral is declared inactive/active

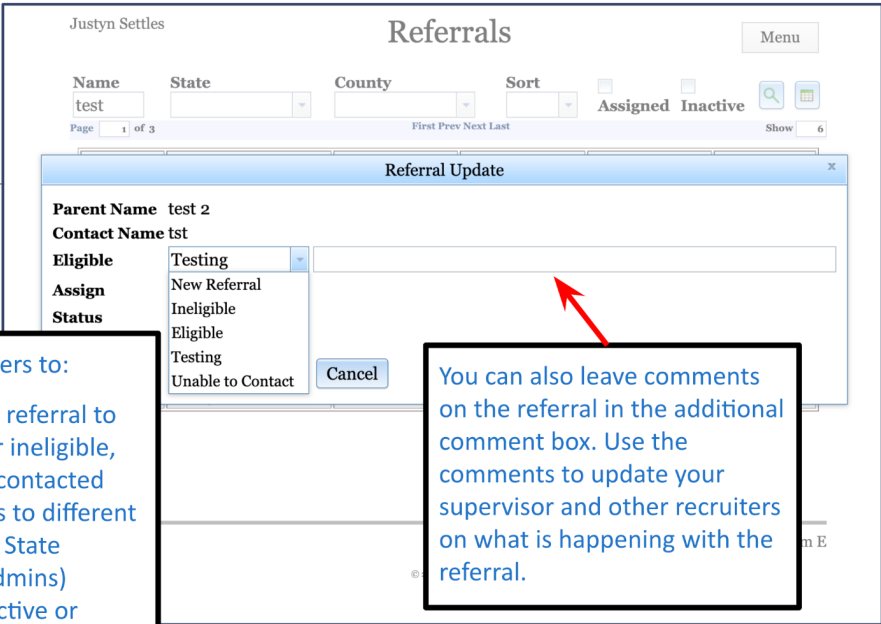
The Referral log, visible by clicking on the Log button from the referral menu, details the history of the referral. The log will tell you the date and time the referral was created, the history of who has been assigned the referral, the history of how the referral's status has been updated, and when the referral was declared active or inactive.

Updating, Manually Assigning, and Closing Referrals

After searching and viewing referrals, it is necessary to know how to update referrals once they have been addressed. Recruiters, State Supervisors, and State Admins all have the capacity to update referrals, declare them to be eligible or ineligible, and to mark referrals as inactive. Only State Supervisors and State Admins can manually assign referrals to recruiters.

To update a referral, assign the referral to a recruiter, or mark the referral as inactive click on the Edit Referral button located in the far-right column on the referrals page. Clicking the Edit Referral button will open the Referral Update window.


Viewing Referrals



The update referral screen allows users to:

- Update the status of the referral to New Referral, eligible, or ineligible, testing, or unable to be contacted
- Manually assign referrals to different users (only accessible to State Supervisors and State Admins)
- Declare referrals to be active or inactive

You can also leave comments on the referral in the additional comment box. Use the comments to update your supervisor and other recruiters on what is happening with the referral.



All updates to referrals can be done from the Referral Update window. The first update that can be done is to change the status of the referral. The status of the referral can be changed by selecting Eligible, Ineligible, Testing, or Unable to be Contacted from the "Eligible" dropdown menu.

If a recruiter has spoken to the student or family referred and found them to be eligible for the Migrant Education Program, select Eligible from the menu. If a recruiter has spoken to the student or family referred and found them to be ineligible for the Migrant Education Program select ineligible from the menu. If the recruiter has attempted to contact the family but has been

unable to reach them, select Unable to be Contacted from the menu. Once changes have been made click the Save button to save changes and close the Referral Update window. Do not click the Close Referral button as that will move the referral to inactive and it will no longer be accessible to anyone else besides the State Admin.

At any point while following up on the referral, you may write additional comments in the Additional Comment Box in the Referral Update window. Be sure to use the Additional Comment Box to keep your supervisor and other recruiters updated on the status of the referral. Use the Additional Comment Box to track the dates and times you attempted to contact the family in the referral or if you found the referral is ineligible, you can use the Additional Comment to explain why they were ineligible.

The Referral Update window will show who the referral has been assigned in the Assigned dropdown menu. If a referral has not been assigned, then the dropdown menu will appear as blank. Users with a State Supervisor or State Admin account have access to manually assigning referrals to recruiters. State Supervisor and State Admins can click on the Assigned dropdown menu and choose from the recruiters in their state. Once the recruiter has been chosen, click the Save button to save changes and close the Referral Update window.

Once a referral has been determined to be eligible or ineligible and has been properly logged according to your state's practices, the referral is ready to be deemed inactive and closed. To close a referral, click on the Close Referral button from the Referral Update window. The referral will be marked inactive and will be moved to the inactive list.

Managing Users

Searching and Viewing Users

One of the strengths of the IDRC Electronic Survey Tool is that states have the power to independently maintain their own accounts. State Supervisors and State Admins can view users but only State Admin accounts can create and manage new accounts for their states as needed. To view the users in your state login to the Admin side of the Electronic Survey Tool platform with a State Admin. Once logged in, select users from the menu in the upper right-hand corner of the screen. This will bring up the User menu.

Users

Justyn Settles

Name: State: County:

Page 1 of 0

Unassigned Inactive

Search, Download Report, Show 10

First Prev Next Last

Menu

Search users that have not been assigned an area or are inactive.

Search for users by name, state or county

Search button and download report buttons

Fri Nov 6, 2020 3:44pm E

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The User menu is like the Referral menu. On the right-hand side of the screen there is the Search button as shown by the magnifying glass. For State Supervisors and State Admins clicking on the Search button will immediately show you all users in your area. You can search for users by name, state, or county they have been assigned. The search results will appear down below the search navigation bar. Next to the Search button there is a button to download a report as indicated by the image of the spreadsheet. Clicking on the Download Report button will automatically download a Microsoft Excel spreadsheet of all users in the search results.

Users

Justyn Settles

Name: test State: County:

Page 1 of 1

Unassigned Inactive

Search, Download Report, Show 10

First Prev Next Last

Menu

Edit User Profile Button

Name	Email	Phone	Role	Area
Test Test	testenailidr@gmail.com	555-555-5555	Recruiter	
Test test	testenailidr3@gmail.com	555-555-5555	Recruiter	
Test Test	testenailidr4@gmail.com	555-555-5555	Recruiter	

See user name, email, phone number, user role, and area assigned

Reset Password

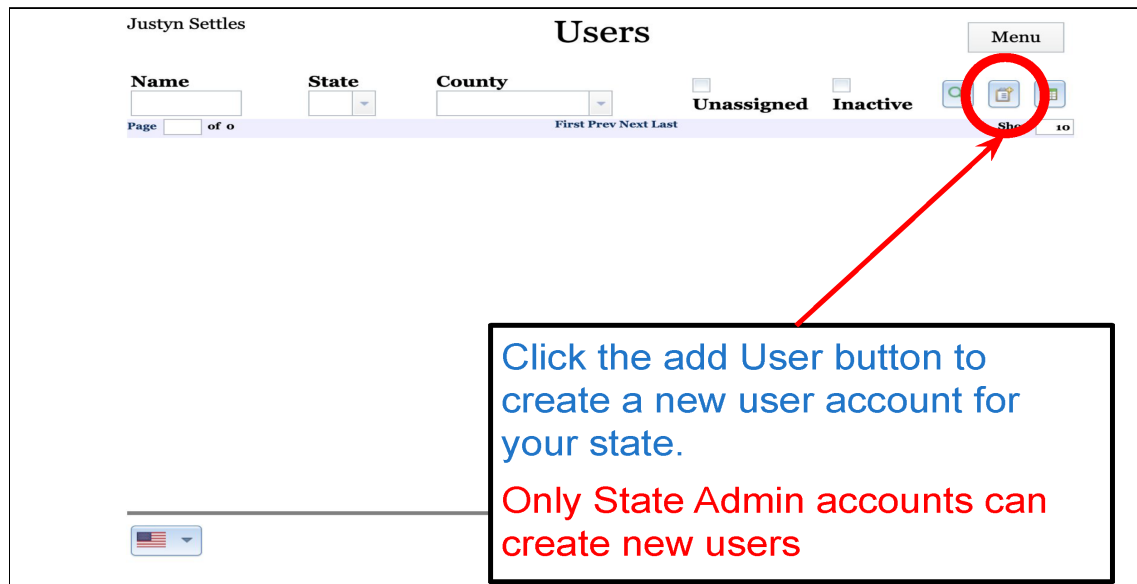
Fri Nov 13, 2020 10:05am E

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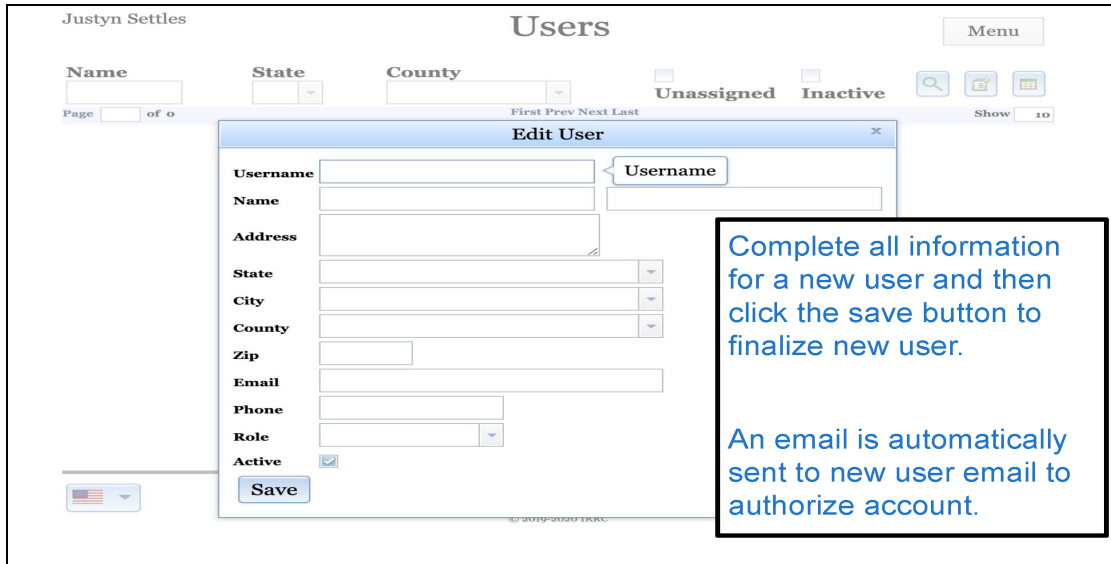
After searching for a user, you can see their name, email, phone number, role, and area assigned. Be aware that for larger states there may be multiple pages of results. On the right-hand side of the screen there is the Edit User Profile button. Clicking on the edit profile button allows you to change the username, name, address, contact information, or role of the user. Next to the Edit User Profile is the Reset Password button. We will discuss using the reset password button in the chapter How to Reset Your Password.

Creating New Users

Besides viewing and editing users those with State Admin accounts can create new user accounts for their state. To create new users' login to the Electronic Survey Platform with a State Admin account and access the User menu.



From the user menu click on the Add User button located in the upper right-hand corner of the screen located in between the Search and Download Report button. Clicking on the Add User button will open a blank Edit User window.



Complete all information in the Edit User window. Be sure to write the correct email address because that is how the new user will be able to access their account. Choose the role for the new user and make sure that the active button is clicked. When you are done click the save button to add the user to the database. The Electronic Survey Tool will automatically send an email to the email provided with a link for the new user to obtain their password and authorize their account.

Assigning Areas to Users

When a new user account is created, they do not automatically have an area assigned to them. To begin receiving referrals the State Admin needs to assign the user an area. To view a user's assigned area or edit their assigned area first search for the user in the User menu.

Justyn Settles

Users

Menu

Name: State: County:

Unassigned Inactive

Page 1 of 1 First Prev Next Last

Name	Email	Phone	Role	Area
Emily Hoffman	ehoffman@collaborative.org	4135864900	State Admin	
Justyn Settles	justynidr@gmail.com	8593612239	IRRC Admin	
test test	justyn.settles@gmail.com	555-555-5555	State Admin	
Stephen Torosian	storosian@collaborative.org	4135864900	State Admin	

1. Click unassigned and hit search to bring up list of users who have not been assigned areas

Fri Nov 6, 2020 9:21am E

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If the user is new and unassigned, be sure to click the unassigned button and then hit search. This will bring up a list of all users that have not been assigned an area. Once you have searched for the user you need to assign an area to, look for the column called Area. If the user has been assigned an area the state's abbreviation will appear in the column and if they are unassigned then the column will be blank. Click on the area column next to the user's name to open the Assign User Counties menu.

Justyn Settles

Users

Menu

Name: State: County:

Unassigned Inactive

Page 1 of 1 First Prev Next Last

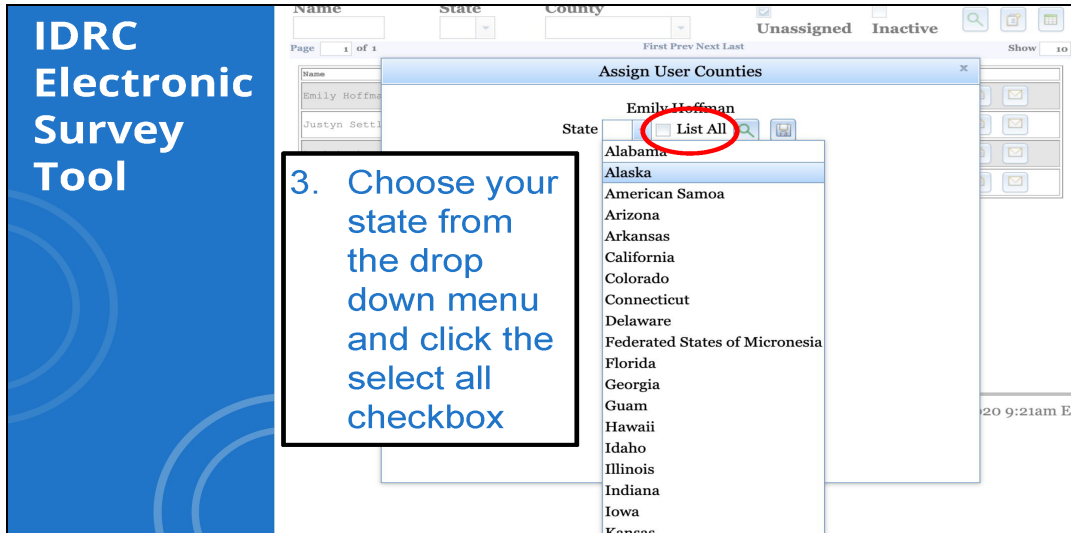
Name	Email	Phone	Role	Area
Emily Hoffman	ehoffman@collaborative.org	4135864900	State Admin	
Justyn Settles	justynidr@gmail.com	8593612239	IRRC Admin	
test test	justyn.settles@gmail.com	555-555-5555	State Admin	
Stephen Torosian	storosian@collaborative.org	4135864900	State Admin	

2. Click the empty box under the area column to open up the "Assign User Counties" menu

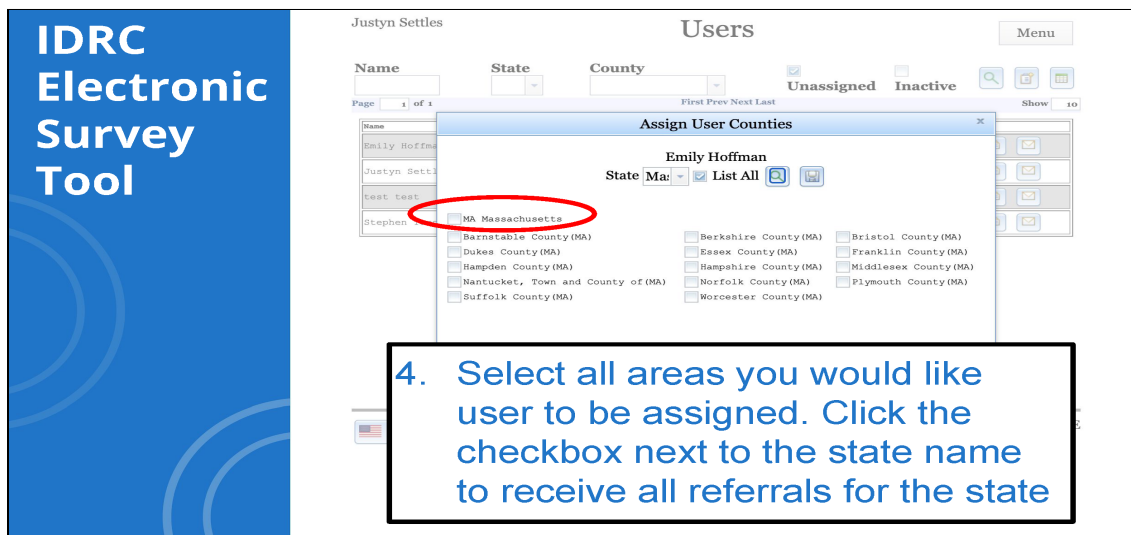
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Once in the Assign User Counties menu, to view all the counties assigned to the user click the search button. The list of counties assigned will appear below. To assign a new area to a user first search for the counties in your state.



To search for the counties in your state choose your state from the drop-down menu, check the List All box, and then hit search. All counties in your state will be listed below. To assign a county to a user select the checkbox next to a county's name.

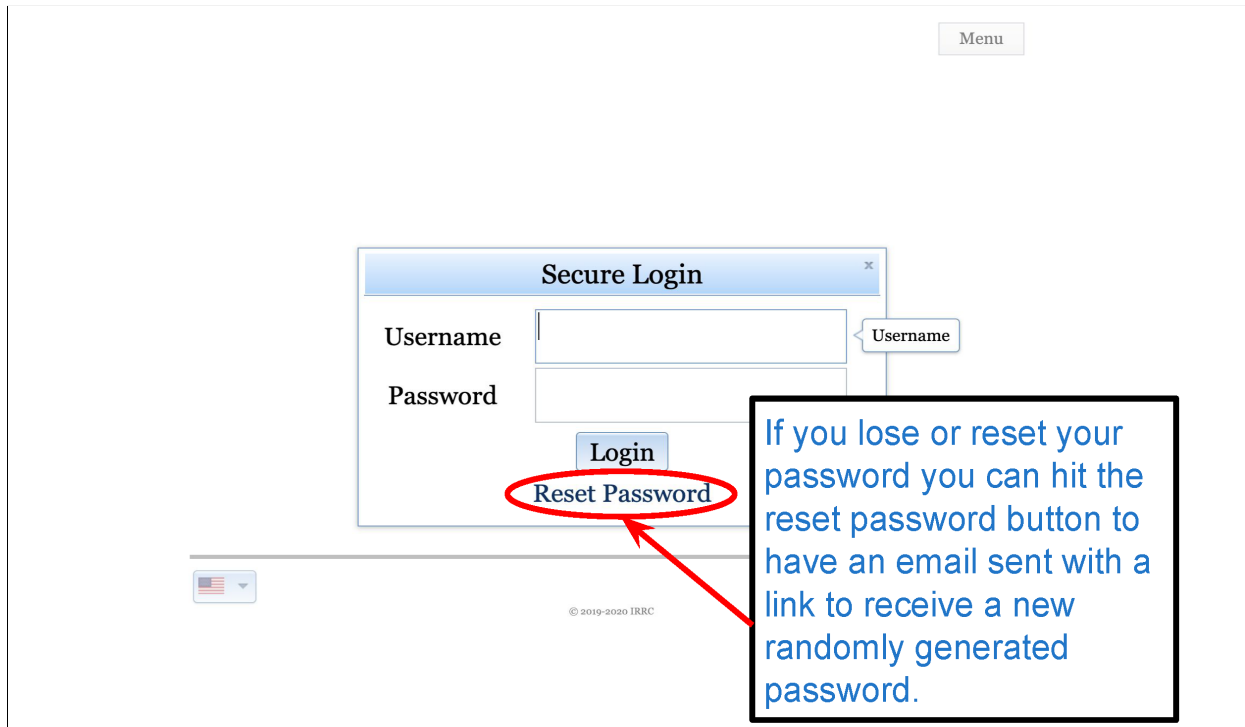


Once you have clicked all the counties you want to assign the user click the save button. The user will immediately be able to view all referrals in their assigned area and will begin receiving email notices for new referrals.

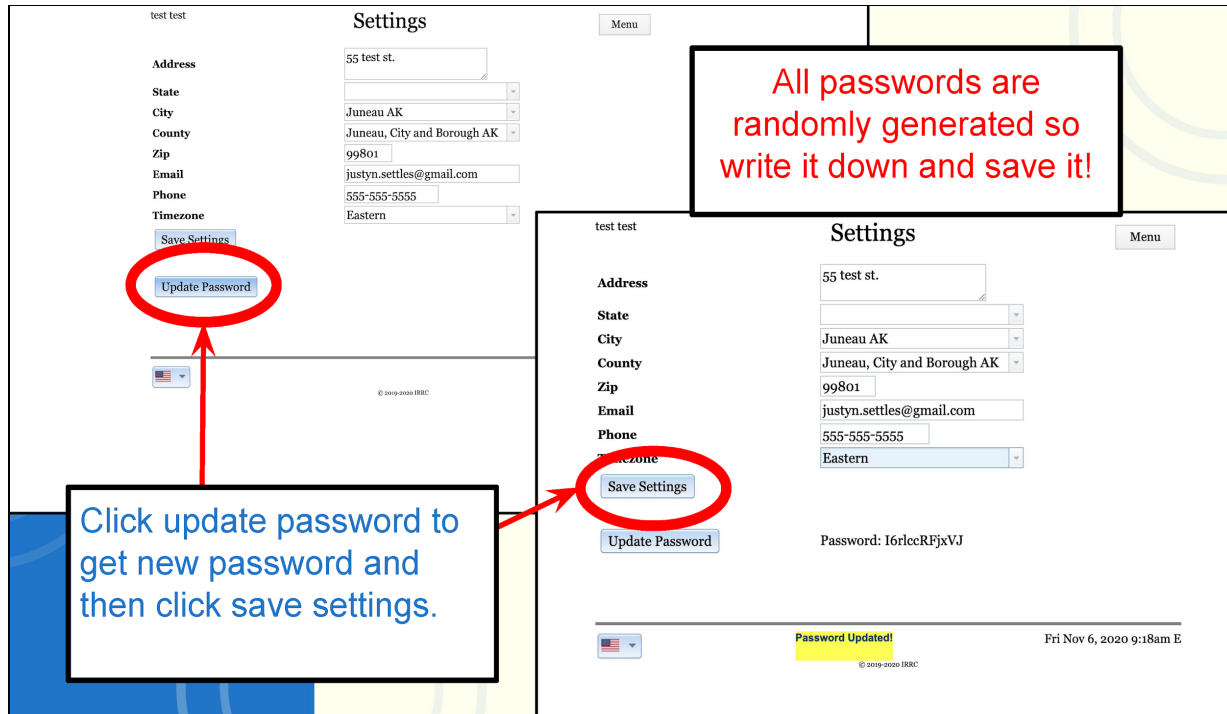
How to Reset Your Password

All passwords for the IDRC Electronic Survey Tool are randomly generated. We encourage all users to write down and save their password so help them login to the Electronic Survey Tool.

However, sometimes you will need to reset your password. There are two methods you can use to reset your password.



The first method is for all users. At the login screen on the Admin side of the Electronic Survey Tool click the reset password button found below the Username and Password boxes. When you click on the reset password button, a window will open asking for your email account. The Electronic Survey Tool will send an email to the email provided with a link to reset the password account associated with that email address. Click on the link in the email and it will take you straight to the user settings menu.



After clicking the link in the email and entering the user setting menu, click the update password button. The Electronic Survey Tool will provide you with another randomly generated password. Be sure to write the password down and save it for future use. Once you have written the new password down, click the save settings button to finish the process.

The second method for resetting your password is to contact your State Supervisor or State Admin. Both State Supervisors and State Admins have the option to reset the user's password by going to the User menu inside the Admin side of the Electronic Survey Tool and searching for your account. For State Supervisors and State Admins on the right-hand side of the screen next to each user is a reset password button. Clicking the reset password button will send an email to the user's email account with a link to help them reset their password.

Available Training Materials

The IDRC website contains plenty of materials for training on the Electronic Survey Tool and more. To access the materials, visit the IDRC website:

<https://www.idr-consortium.net/ElectronicSurvey-Pilot.html>

At the IDRC website you will find a link to the IDRC YouTube with training videos covering all aspects of the IDRC Electronic Survey Tool. Each training video is numbered and have a target audience in the description of the videos to help you know exactly which video to watch.

You will also find on the IDRC website marketing materials for the Electronic Survey tool. There are brochures to hand out to local school districts, agribusinesses, and more. Each brochure discusses what the IDRC Electronic Survey Tool is and the great ways the Migrant Education Program can help those students that qualify.

We encourage you to explore the website, go through the training materials, and if you have any further questions please contact us using the contact link found on the website.