



# OYCC Online Grant Reporting System Manual



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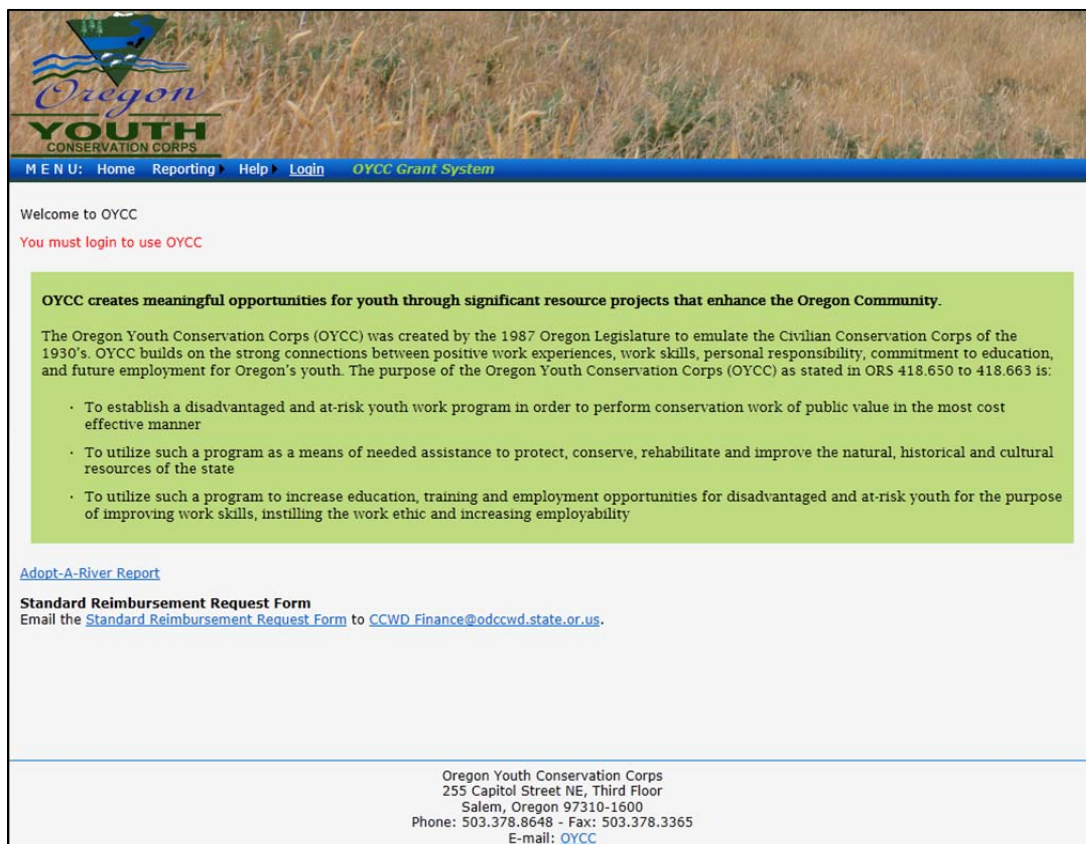
## Introduction

Welcome! OYCC is excited to roll out the new reporting system. Please read through this entire manual before logging in to the system to ensure you have all of the necessary information.

As always, feel free to contact OYCC staff with any questions.

## OYCC Online Grant Reporting System

To access the Online Grant Reporting System, just visit our internet website or click on the following hyperlink. <https://ccwd.oregon.gov/OYCC/default.aspx>



## Site Navigation

MENU:

HOME

REPORTING

- MID-YEAR REPORT – Requires Login To Access
- FINAL REPORT – Requires Login To Access

HELP

- Online Manual – PDF

LOGIN

## Step One: Login

To access the OYCC Online Reporting System, you will need to first login into the system.

Community Colleges and Workforce Development

CCWD Login

Login Name:

Password:

(case-sensitive)

[I forgot my password](#)

---

255 Capitol St. NE, Salem, OR 97310 Phone: 503-378-8648 Fax: 503-378-8434 Email: [CCWD](#)

[Mobile Site](#)

Screenshot: Login Screen

You will receive your Login Name and Password from the OYCC Staff. If you have not received your Login Name and Password, Please contact Doug Denning or Jennifer Denning.

## Contact Information:

Douglas Denning, Program Administrator Phone: 503.947.2420 Email: <a href="mailto:douglas.denning@state.or.us">douglas.denning@state.or.us</a>	Jennifer Denning, Administrative Specialist Phone: 503.947.2444 Email: <a href="mailto:jennifer.denning@state.or.us">jennifer.denning@state.or.us</a>
--	---

## Successful Login:

Community Colleges and Workforce Development

CCWD Login

Welcome Beta Tester (Your session will expire at 10:20 AM)

[LOGOUT](#)

[Edit my account](#)

**Your CCWD Application(s)**

[OYCC](#)

To protect the integrity and confidentiality of CCWD data systems, please follow these guidelines:

- Choose a secure password. It should contain at least 6 characters with a combination of letters and numbers.
- Do not share your password with anyone else.
- Use the Logout link before exiting the application.
- Secure your computer before leaving your desk. (Windows Key + L)

[Oregon Consumer Identity Theft Protection Act \(SB 583\)](#)

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255 Capitol St. NE, Salem, OR 97310 Phone: 503-378-8648 Fax: 503-378-8434 Email: [CCWD](#)

[Mobile Site](#)

Screenshot: Successful Login

**Edit your user account:**

To edit your account, click on “Edit my account as seen in the above screenshot “Successful Login”.

Here you can modify your First Name, Last Name, Email Address, and create a new password. It is highly recommended that you change your password after your first successful login to a password that is easy for you to remember.

Community Colleges and Workforce Development	
CCWD Login	
Welcome Beta Tester (Your session will expire at 10:40 AM)	
First Name	<input type="text" value="Beta"/>
Last Name	<input type="text" value="Tester"/>
Email	<input type="text" value="terry@nasarulz.com"/>
Password	<input type="password"/> <small>Choose a password between 6 and 20 characters. Use a combination of letters (upper and lower case) and numbers.</small>
<a href="#">Update</a> <a href="#">Cancel</a>	
255 Capitol St. NE, Salem, OR 97310 <span style="float: right;">Phone: 503-378-8648 Fax: 503-378-8434 Email: <a href="#">CCWD</a></span>	
<a href="#">Mobile Site</a>	

Screenshot: Edit Account

Enter your new password into the Password field and click on Update. Once updated, you will be at the OYCC Application Login Screen.

Community Colleges and Workforce Development			
CCWD Login			
Welcome Beta Tester (Your session will expire at 10:53 AM)			
<a href="#">LOGOUT</a>			
<a href="#">Edit my account</a>			
<table border="1"> <thead> <tr> <th>Your CCWD Application(s)</th> </tr> </thead> <tbody> <tr> <td><a href="#">OYCC</a></td> </tr> </tbody> </table>		Your CCWD Application(s)	<a href="#">OYCC</a>
Your CCWD Application(s)			
<a href="#">OYCC</a>			
<p>To protect the integrity and confidentiality of CCWD data systems, please follow these guidelines:</p> <ul style="list-style-type: none"> <li>• Choose a secure password. It should contain at least 6 characters with a combination of letters and numbers.</li> <li>• Do not share your password with anyone else.</li> <li>• Use the Logout link before exiting the application.</li> <li>• Secure your computer before leaving your desk. (Windows Key + L)</li> </ul>			
<a href="#">Oregon Consumer Identity Theft Protection Act (SB 583)</a>			
255 Capitol St. NE, Salem, OR 97310 <span style="float: right;">Phone: 503-378-8648 Fax: 503-378-8434 Email: <a href="#">CCWD</a></span>			

Screenshot: Edit Account

## Forgot Password: Request New Password

Enter your e-mail address and click send. You will receive an email containing your new password.



Community Colleges and Workforce Development

CCWD Login

If you've forgotten your password, a new one can be emailed to you.

Enter your email address:

---

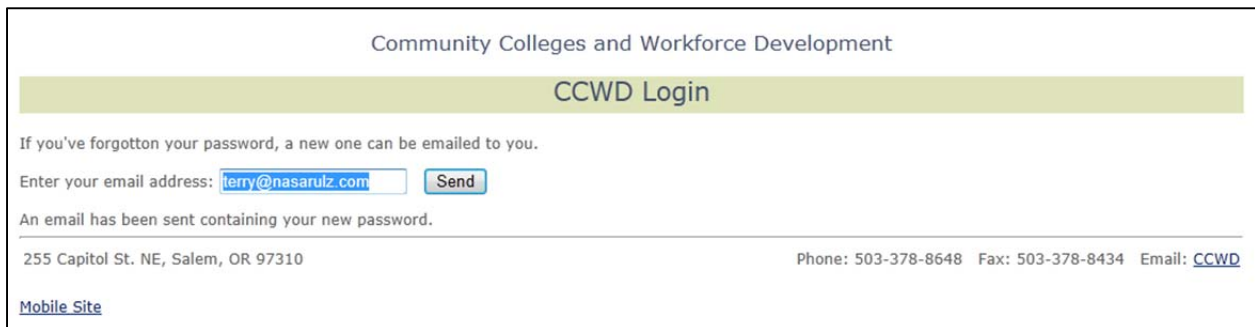
255 Capitol St. NE, Salem, OR 97310 Phone: 503-378-8648 Fax: 503-378-8434 Email: [CCWD](#)

[Mobile Site](#)

Screenshot: Send New Password

## Forgot Password: New Password Has Been Sent

Once you click send, you will see under the Enter your email address "An email has been sent containing your new password."



Community Colleges and Workforce Development

CCWD Login

If you've forgotten your password, a new one can be emailed to you.

Enter your email address:

An email has been sent containing your new password.

---

255 Capitol St. NE, Salem, OR 97310 Phone: 503-378-8648 Fax: 503-378-8434 Email: [CCWD](#)

[Mobile Site](#)

Screenshot: An email has been sent containing your new password.

If you don't receive an e-mail within 15 minutes, contact OYCC staff.

## Your CCWD Application(s) – OYCC

Click on [OYCC](#) under “Your CCWD Application(s)” to access the OYCC Online Grant Reporting System.

Community Colleges and Workforce Development

---

**CCWD Login**

**Welcome Beta Tester** (Your session will expire at 11:17 AM)

[LOGOUT](#)

[Edit my account](#)

Your CCWD Application(s)
<a href="#">OYCC</a>

**To protect the integrity and confidentiality of CCWD data systems, please follow these guidelines:**

- Choose a secure password. It should contain at least 6 characters with a combination of letters and numbers.
- Do not share your password with anyone else.
- Use the Logout link before exiting the application.
- Secure your computer before leaving your desk. (*Windows Key + L*)

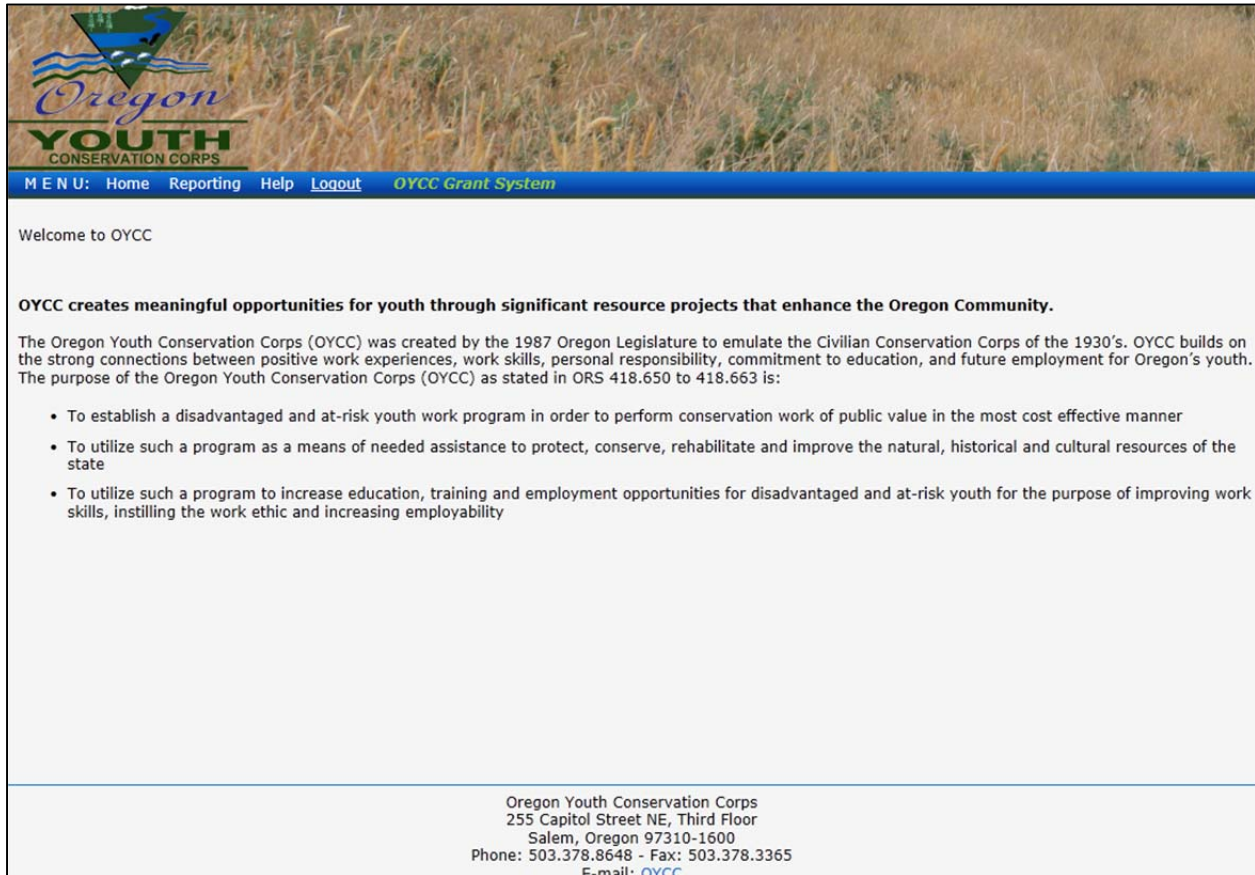
[Oregon Consumer Identity Theft Protection Act \(SB 583\)](#)

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255 Capitol St. NE, Salem, OR 97310 Phone: 503-378-8648 Fax: 503-378-8434 Email: [CCWD](#)

Screenshot: CCWD Application(s) - OYCC

## Welcome to OYCC Online Grant Reporting System



Screenshot: Home Screen – Successful Logon to OYCC Online Grant Reporting System

## Site Navigation

### MENU:

HOME

REPORTING

- MID-YEAR REPORT – Now Available
- FINAL REPORT – Now Available

HELP

- Online Manual – PDF

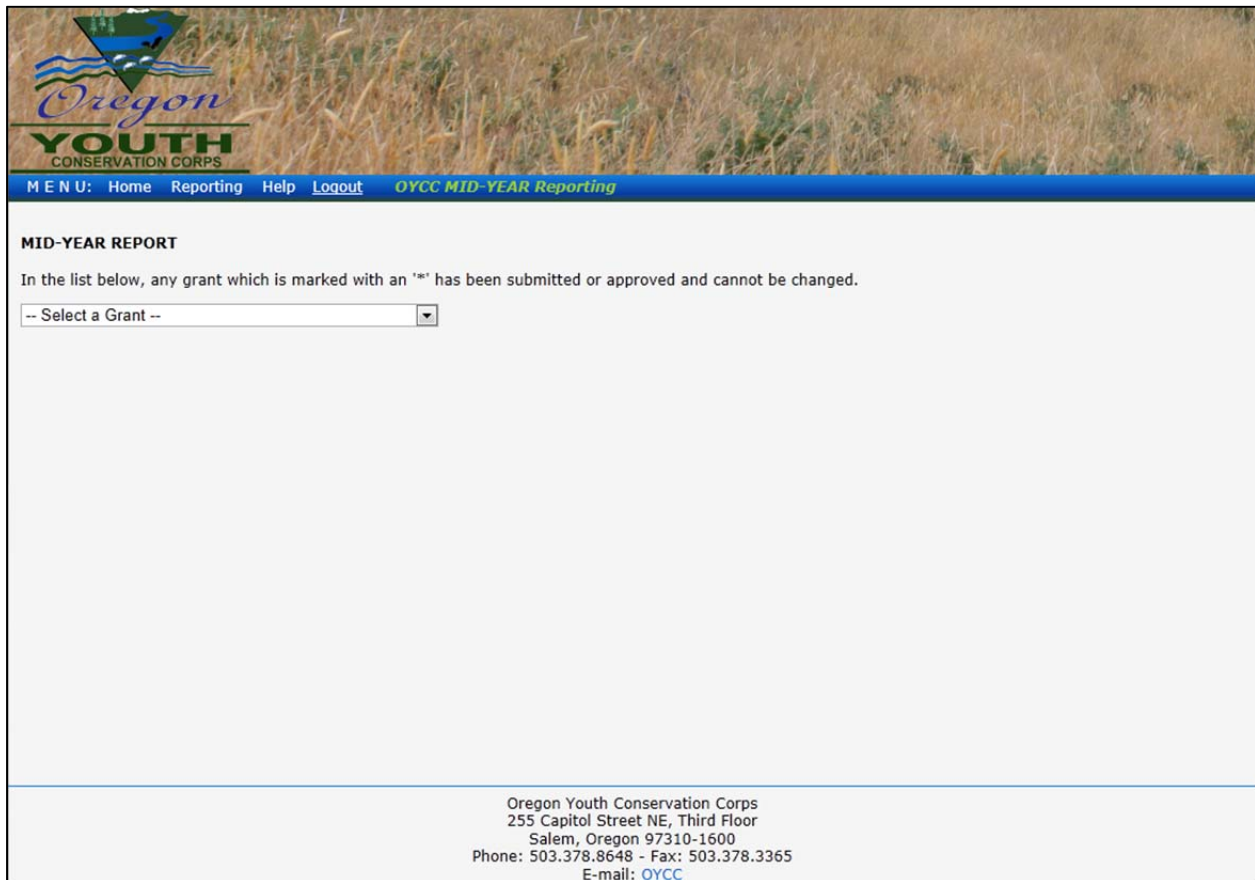
LOGOUT



## Reporting: Mid-Year Report

The Mid-Year Report is meant to capture all grant activities occurring between the start of the school year and December 31.

You will only be able to report on grants that OYCC has given you access to. If you do not have access and feel you should, contact OYCC staff.



Screenshot: MID-YEAR REPORT SCREEN

Only grants for which you are listed as contact will appear in the “Select a Grant” drop down list. If the report due date has passed, the grant will not be listed.

Summer Conservations Corps (SCC) grants do not require a Mid-Year Report.

If the grant you want to report on is not listed, contact OYCC Staff.

### Mid-Year Report: Selecting Grant / Grants

**Oregon YOUTH CONSERVATION CORPS**

M E N U: [Home](#) [Reporting](#) [Help](#) [Logout](#) *OYCC MID-YEAR Reporting*

**MID-YEAR REPORT**

In the list below, any grant which is marked with an '\*' has been submitted or approved and cannot be changed.

-- Select a Grant --  
-- Select a Grant --  
**GRNT0834 2012-2013 CSC Tillamook School District**

Oregon Youth Conservation Corps  
255 Capitol Street NE, Third Floor  
Salem, Oregon 97310-1600  
Phone: 503.378.8648 - Fax: 503.378.3365  
E-mail: [OYCC](#)

Screenshot: Mid-Year Grant – GRNT0834 2012-2013 CSC Tillamook School District (Test Record)

January 1, 2013

## Mid-Year Report: Main Screen

All sections on the Mid-Year report need to be completed. You may or may not have any documents to upload at this time.

The screenshot displays the 'Mid-Year Report' interface for grant ID GRNT0834. At the top, there is a navigation menu with links for Home, Reporting, Help, and Logout. The report status is 'Not Submitted' with a due date of 1/31/2013. Below this, there are 'Save' and 'Cancel' buttons. A list of sections follows, each with a plus sign icon and a completion status: 'Input Corpsmembers' (0 of 0), 'I. Program Information' (0 of 5), 'II. Demographics & Education' (0 of 0), 'III. Work Environment' (0 of 36), 'IV. Project Outcomes' (0 of 7), 'Budget Detail' (0 of 21), 'Upload Photos, News Articles, etc.' (0 files), and 'Submit Your Report' (0 of 0). At the bottom, there are 'Save' and 'Cancel' buttons and contact information for Oregon Youth Conservation Corps.

Oregon Youth Conservation Corps  
255 Capitol Street NE, Third Floor  
Salem, Oregon 97310-1600  
Phone: 503.378.8648 - Fax: 503.378.3365  
E-mail: OYCC

Screenshot: Mid-Year Report (GRNT0834)

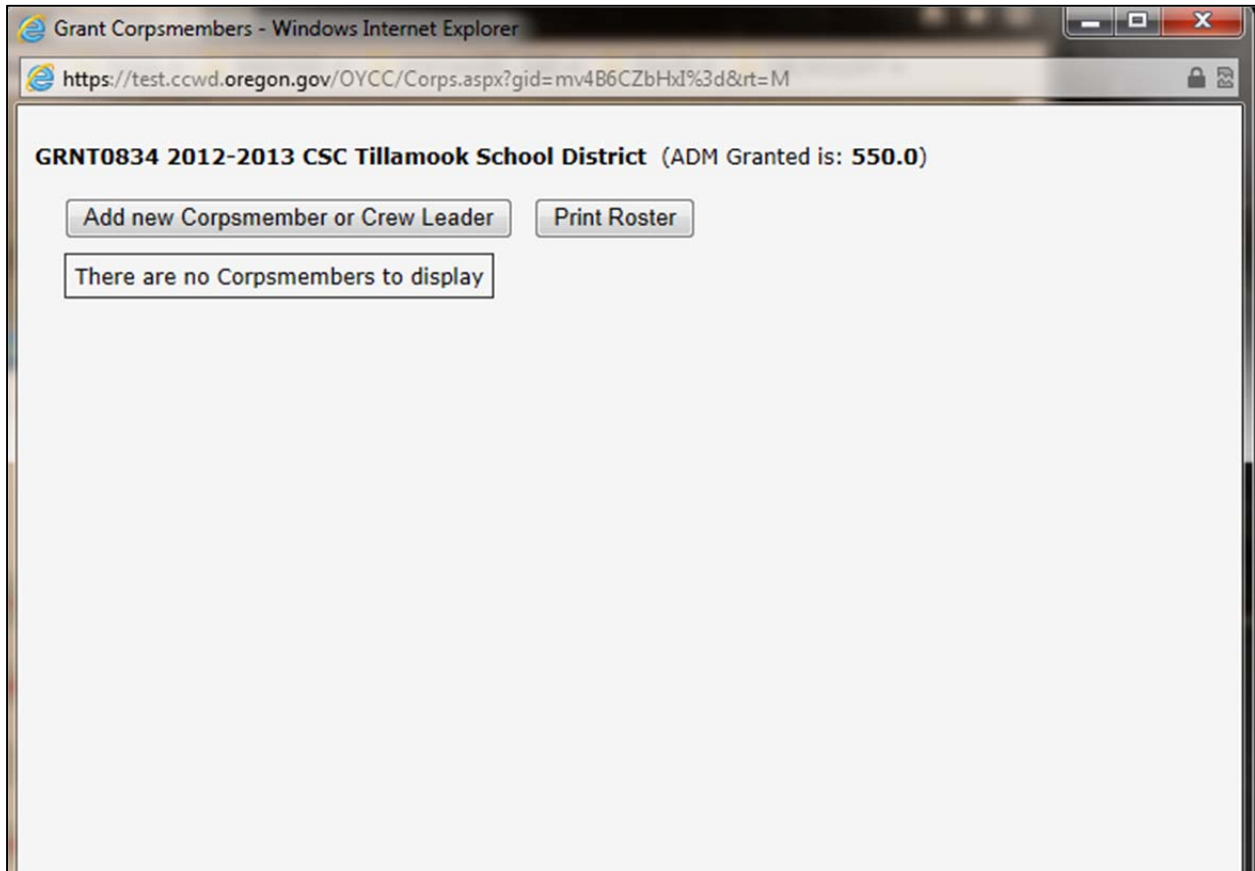
### Mid-Year Report: Main Screen Main Categories

- I. Program Information
- II. Demographics & Education
- III. Work Environment
- IV. Project Outcomes
- Budget Detail
- Upload Photos, News Articles, Etc.
- Submit Your Report

Quite a lot of information is collected on the Mid-Year Report. It's not necessary to fill the whole thing out at once. Fill in whatever information you can and save it. Next time you log in, all your information will still be there. The red text "0 of x fields completed" helps you see at a glance where there is still work to do.

## Mid-Year Report: Input Corpsmembers

When you select Input Corpsmembers, you will be starting a new Corpsmember Roster so your roster will contain no names, as shown below.



Screenshot: Add New Corpsmember or Crew Leader

## Input Corpsmembers: Add New - Corpsmember

Here you will enter all the information about a Corpsmember. Once everything has been added, click on Save.

**GRNT0834 2012-2013 CSC Tillamook School District** (ADM Granted is: 550.0)

---

Role  Corpsmember  Crew Leader

Name \*First  Middle  \*Last

\*Birth Date  mm/dd/yyyy

Social Security #  000000000 (no dashes)

SSID #

Classroom + Field Hours  0.0 - 99999.0

Months in Program  0.0 - 12.0

Credits Earned  0.0 - 200.0

Type of Credit(s)

Education Goal

---

*If Corpsmember was paid, please fill in this section*

Days Worked  0.0 - 999.0

Total Hours Worked  0.0 - 999.0

Hourly Wage  0.00 - 99.00 (no \$)

Stipend  0.00 - 9999.00 (no comma or \$)

Taxes + Fringe  0.00 - 9999.00 (no comma or \$)

---

*Gender & Race/Ethnicity are voluntary*

Gender  Male  Female

Race/Ethnicity  African American  
 Asian  
 Pacific Islander  
 Native American or Alaskan Native  
 Caucasian  
 Hispanic  
 Other Ethnicity

*Check all that apply*

Screenshot: Adding New Corpsmember

After you have completed, please click on save.

### Input Corpsmembers: Add New – Crew Leader

Here you will enter all the information about the new Crew Leader. Once everything has been added, click on Save.

**GRNT0834 2012-2013 CSC Tillamook School District (ADM Granted is: 550.0)**

---

Role  Corpsmember  Crew Leader

Name \*First  Middle  \*Last

\*Birth Date  mm/dd/yyyy

---

*If Crew Leader was paid, please fill in this section*

Days Worked  0.0 - 999.0

Total Hours Worked  0.0 - 999.0

Hourly Wage \$  0.00 - 99.00 (no \$)

Stipend \$  0.00 - 9999.00 (no comma or \$)

Taxes + Fringe \$  0.00 - 9999.00 (no comma or \$)

---

*Gender & Race/Ethnicity are voluntary*

Gender  Male  Female

Race/Ethnicity  African American  
 Asian  
 Pacific Islander  
 Native American or Alaskan Native  
*Check all that apply*  Caucasian  
 Hispanic  
 Other Ethnicity

Screenshot: Adding New Crew Leader

After you have completed, please click on save.

## Input Corpsmembers: Corpsmember / Crew Leaders Roster

Here you will see all the information about the Corpsmember(s) and Crew Leader(s) that you entered in the steps above. To print the roster, click on Print Roster.

**GRNT0834 2012-2013 CSC Tillamook School District (ADM Granted is: 550.0)**

	Leader	First	Last	Credential	Instruction	Credits	Base Wage	Final Wage
<a href="#">Edit</a>	Yes	Jean-Luc	Picard		0.0	0.0	\$44,550.00	\$44,550.00
<a href="#">Edit</a>		Wesley	Crusher	Pursuing Diploma	32.0	3.0	\$281.60	\$281.60

Screenshot: Grant Roster

## Input Corpsmembers: Print Grant Roster

When you click on Print Roster, it may take a while to load. Once loaded, it will ask you to open/save in Excel.

**OYCC COMMUNITY STEWARDSHIP CORPS**  
Tillamook School District  
Grant Number: GRNT0834  
2012-2013

**GRANT ROSTER**

	DOB	Male	Female	African Amer.	Asian	Pac. Islander	Native Amer.	Caucasian	Hispanic	Other	Months	Hours	Credits	Education Goal	Days Worked	Hours Worked	Hourly Wage	Other Paid	Total Wages
<b>Crew Leaders</b>																			
Jean-Luc Picard	1/1/1970	Y						Y			0.0	0.0	0.0		265.0	450.0	\$99.00	\$0.00	\$44,550.00
<b>subtotal:</b>		1	0	0	0	0	0	1	0	0	0	0	0		265	450		\$0	\$44,550
<b>Corpsmembers</b>																			
Wesley Crusher	5/21/1998	Y						Y			1.0	32.0	3.0	Pursuing Diploma	4.0	32.0	\$8.80	\$0.00	\$281.60
<b>subtotal:</b>		1	0	0	0	0	0	1	0	0	1	32	3	1 - Pursuing Diploma 0 - Awarded Diploma 0 - Pursuing GED 0 - Awarded GED	4	32		\$0	\$282

Screenshot: Grant Roster – Microsoft Excel

Note: In the Education Goals Subtotal row for Corpsmembers, you will have to expand the row to show all goals. – **Education Goal: 1 – Pursuing Diploma, 0 – Awarded Diploma, 0 – Pursuing GED, and 0 – Awarded GED.**

January 1, 2013

## Mid-Year Report - I. Program Information

Most of the Program Information section is already completed for you. If any of the information needs to be changed, contact OYCC staff. Complete the remaining information.

I. Program Information		0 of 5 fields completed
Grant Number	GRNT0834	
County	Tillamook	
Grantee	Tillamook School District	
Address	2510 1st St. Tillamook, OR 97141	
Project Start	8/15/2012	
Project End	6/30/2013	
Primary Contact	Bruce Rhodes	
Title(s)	Primary	
Phone Number	503-842-4414 x1	
E-Mail	RhodesB@tillamook.k12.or.us	
Worksite Location(s)	Cape Lookout State Park	
Number of Applicants	1	
Number Interviewed	1	
Number of Youth Accepted	1	
Number with Prior or Current Juvenile System Involvement	0	

Screenshot: Section I - Program Information

After you have completed, please click on save.

Note: Textboxes having a light blue background and grey text are pre-filled and cannot be changed.



## Mid-Year Report - II. Demographics & Education

These figures are calculated based on Corpsmember data.

-

### II. Demographics & Education

These figures are calculated based on Corpsmember data.  
If corpsmember data was recently modified, click [Save] to see changes.

Male	1	
Female	0	
African American	0	
Asian	0	
Pacific Islander	0	
Native American or Alaskan Native	0	
Caucasian	1	
Hispanic	0	
Other Ethnicity	0	
Pursuing Diploma	1	
Awarded Diploma	0	
Pursuing GED	0	
Awarded GED	0	
Total Instructional Hours	32.0	
Total Credits Earned	3.0	
Daily Membership Hours	0.44	32.00 / 73.00 Report Days
Average Daily Membership	0.07	0.44 / 6.00 School Day Hours

Screenshot: Section II – Demographics & Education

Note: This section does not require any data entry. All the information is pulled from the Corpsmember data.

## Mid-Year Report - III. Work Environment

Here is where you will check the work skills learned (or gained) during the grant.

-
*0 of 36 skills checked*

<input type="checkbox"/> Animal identification	<input checked="" type="checkbox"/> Problem solving
<input checked="" type="checkbox"/> Appropriate personal protective equipment	<input type="checkbox"/> Professionalism
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Proper tool use
<input type="checkbox"/> Conflict resolution	<input checked="" type="checkbox"/> Public relations
<input type="checkbox"/> Data collection	<input checked="" type="checkbox"/> Punctuality
<input checked="" type="checkbox"/> Dependability	<input type="checkbox"/> Research
<input checked="" type="checkbox"/> Fence building	<input checked="" type="checkbox"/> Respect for others
<input checked="" type="checkbox"/> Follow directions	<input checked="" type="checkbox"/> Science
<input type="checkbox"/> Gardening	<input checked="" type="checkbox"/> Teamwork
<input type="checkbox"/> Interviewing	<input type="checkbox"/> Time management
<input type="checkbox"/> Journaling	<input checked="" type="checkbox"/> Tool maintenance
<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Tool safety
<input type="checkbox"/> Learn from mistakes	<input checked="" type="checkbox"/> Trail building
<input type="checkbox"/> Math	<input checked="" type="checkbox"/> Use of power tools
<input type="checkbox"/> Nutrition	<input checked="" type="checkbox"/> Water safety
<input type="checkbox"/> Outdoor recreation opportunities	<input type="checkbox"/> Work ethic
<input checked="" type="checkbox"/> Patience	<input checked="" type="checkbox"/> Work site safety
<input checked="" type="checkbox"/> Plant identification	<input type="checkbox"/> Writing

Other Skills (not listed above)

Screenshot: Section III – Work Environment

After you have completed, please click on save.

## Mid-Year Report – IV. Project Outcomes

Here is where you briefly describe the activities of the project.

-
0 of 7 fields completed

### IV. Project Outcomes

Include brief descriptions (up to 500 characters) of the following activities:

**PLANTING** (Sprigs, seedlings, cuttings, plants, trees, shrubs)  
[List item and number planted.](#)

**TRAIL CONSTRUCTION/MAINTENANCE**  
[Use linear measurement.](#)

**WETLANDS/BANK/STREAM RESTORATION and/or STABILIZATION**  
[Use linear measurement.](#)

**LANDSCAPING**  
[Use square measurement.](#)

**MAPPING/SURVEYING**  
[List number of hours spent on project.](#)

**CLEAR/REMOVE PLANT MATERIAL** (Eradicate plants, storm debris, park clean-up)  
[Use square measurement.](#)

**OTHER OUTCOMES**

Screenshot: Section IV Project Outcomes.

After you have completed, please click on save.

## Mid-Year Report – Budget Detail

Here is where you enter the budget costs of the project.

-
0 of 21 fields completed

Administrative Costs

Item	Cost
Accounts Payable	\$ 0.00
Payroll	\$ 0.00
Office Supplies	\$ 0.00
Reporting	\$ 0.00
Other	\$ 0.00
<b>Total</b>	\$ 0.00

Matching and Total Costs

Item	OYCC Grant	Matching Funds	Total Project
Crew Leader Wages	\$ 0.00	\$ 0.00	\$ 0.00
Corpsmember Wages	\$ 0.00	\$ 0.00	\$ 0.00
Transportation	\$ 0.00	\$ 0.00	\$ 0.00
Tools Costs	\$ 0.00	\$ 0.00	\$ 0.00
Materials/Supplies	\$ 0.00	\$ 0.00	\$ 0.00
Other <input style="width: 150px;" type="text"/>	\$ 0.00	\$ 0.00	\$ 0.00
Other <input style="width: 150px;" type="text"/>	\$ 0.00	\$ 0.00	\$ 0.00
Administrative*	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Costs</b>	\$ 0.00	\$ 0.00	\$ 0.00

\* Administrative/Indirect Costs charged to grant may NOT exceed 10% of Award Amount

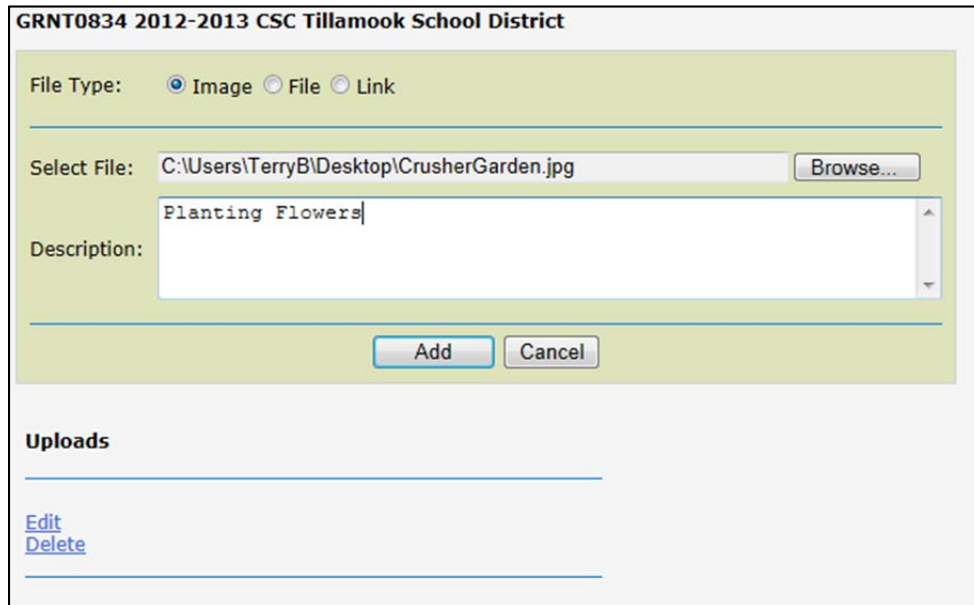
Please provide a detailed budget narrative for the numbers in this section

Screenshot: Budget Detail

Note: After you have completed, please click on save.

## Mid-Year Report – Upload Photo’s, News Articles, Etc.

Here is where you upload any photos taken of the project and any news articles written by the local papers of the project and or links to news articles or stories.



The screenshot shows a web form titled "GRNT0834 2012-2013 CSC Tillamook School District". It has a "File Type:" section with radio buttons for "Image" (selected), "File", and "Link". Below this is a "Select File:" field containing the path "C:\Users\TerryB\Desktop\CrusherGarden.jpg" and a "Browse..." button. A "Description:" text area contains the text "Planting Flowers". At the bottom of the form are "Add" and "Cancel" buttons. Below the form, under the heading "Uploads", there are links for "Edit" and "Delete".

Screenshot: Uploading Photo

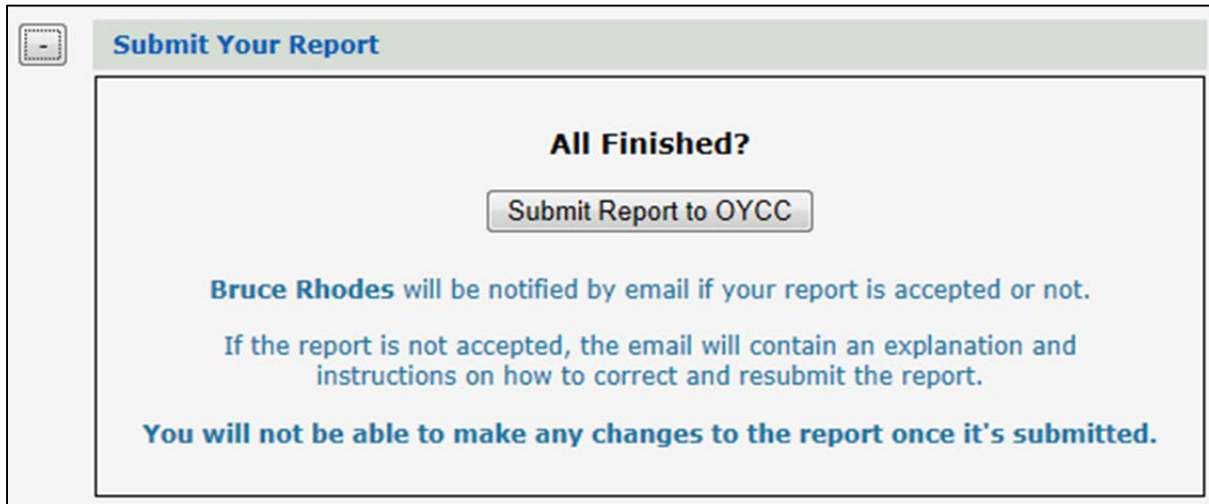


Screenshot: Photo Uploaded

Note: After you have completed each Section, please click on save.


## Mid-Year Report – Submit Your Report

Once you have completed, you can submit your report. Notice, once submitted you will not be able to make any changes to the report. The only way you will be able to modify your submitted report, if the report is not accepted.



Screenshot: Submit Report

## Mid-Year Report – Print Your Report

		OYCC COMMUNITY STEWARDSHIP CORPS	
		MID-YEAR REPORT	
		2012-2013	
		Due January 31, 2013	
Current status: Created by Jennifer Denning on 09/06/2012			
PROGRAM INFORMATION			
County	Tillamook	Grant Number	GRNT0834
Grantee Name	Tillamook School District	Project Start	8/15/2012
Address	2510 1st St. Tillamook, OR 97141	Project End	6/30/2013
Worksite Location(s)	Cape Lookout State Park		
Primary Contact	Bruce Rhodes	Number of Applicants	1
Title(s)	Primary	Number Interviewed	1
Phone Number	503-842-4414 x1065	Number of Youth Hired	1
E-Mail	RhodesB@tillamook.k12.or.us	Juvenile System Involvement	0
DEMOGRAPHICS			
Male	1	Hispanic	0
Female	0	Other Ethnicity	0
African American	0	Caucasian	1
Asian or Pacific Islander	0	Native American or Alaskan	0
EDUCATION			
Total Instructional Hours	32.0	Pursuing Diploma	1
Daily Membership Hours	0.18 (32.0 / 175)	Awarded Diploma	0
Avg. Daily Membership	0.03 (0.18 / 6.0)	Pursuing GED	0
Total Credits Earned	3.0	Awarded GED	0

Screenshot: Print Report for Your Records (PDF) Version

## Reporting: Mid-Year CSC

The screenshot shows the OYCC Online Grant Reporting System interface. At the top left is the logo for Oregon Youth Conservation Corps, featuring a map of Oregon and the text "Oregon YOUTH CONSERVATION CORPS". Below the logo is a blue navigation bar with the text "M E N U: Home Reporting Help Logout OYCC FINAL Reporting". The main content area displays the grant ID "GRNT0834" and the status "(FINAL REPORT Status: **Not Submitted**, Due Date: 1/31/2013)". Below this are three buttons: "Save", "Cancel", and "Print". There are two links: "Expand All" and "Collapse All". The interface lists several sections with expand/collapse icons and completion status:

- [Input Corpsmembers](#) 1 Corpsmembers, 1 Crew Leaders
- I. Program Information** 5 of 5 fields completed
- II. Demographics & Education**
- III. Work Environment** 20 of 36 skills checked
- IV. Project Outcomes** 7 of 7 fields completed
- V. Comments** 0 of 6 fields completed
- Budget Detail** 0 of 21 fields completed
- [Upload Photos, News Articles, etc.](#) 1 files uploaded
- Submit Your Report**

At the bottom of the main content area are three buttons: "Save", "Cancel", and "Print".

Screenshot: Final CSC Mid-Year Report