NJ SMART New User Training

2024-2025 School Year

- *NJ SMART*

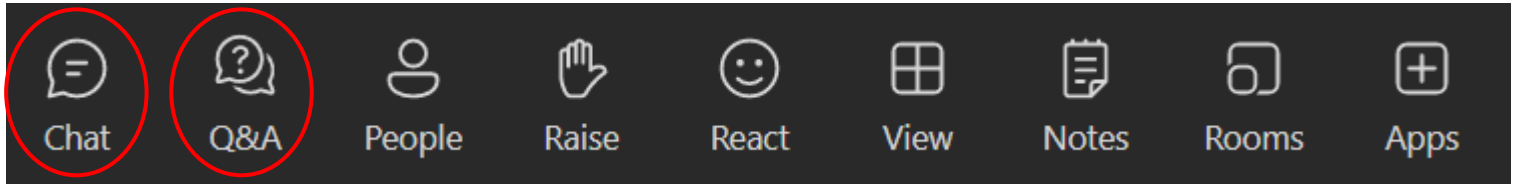
PUBLIC CONSULTING GROUP

Solutions that Matter

NJ SMART Webinar Etiquette

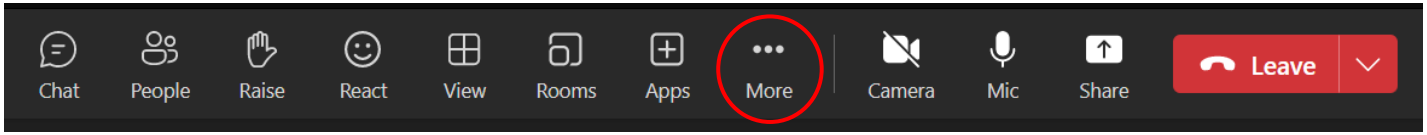
We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

How can I ask a question?

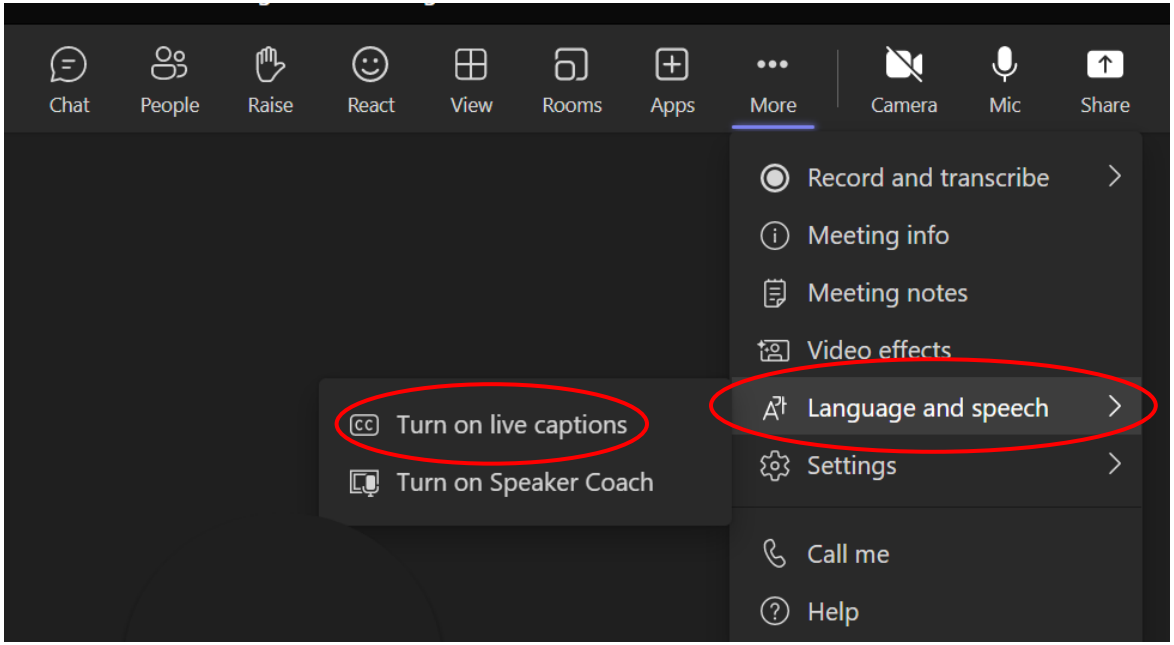


Webinar Feature: Live Captioning

- To use live captions during this webinar:
  1. Click the “More” option along the Teams webinar control panel (top of your screen).



  2. Click on “Language and speech” and then “Turn on live captions.”



Available Resources

NJ SMART Helpdesk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

About Us

Public Consulting Group (PCG) is a privately held management consulting firm offering a wide range of management consulting and technology services to help public sector education, health, human services, and other government clients achieve performance goals and better serve populations in need.

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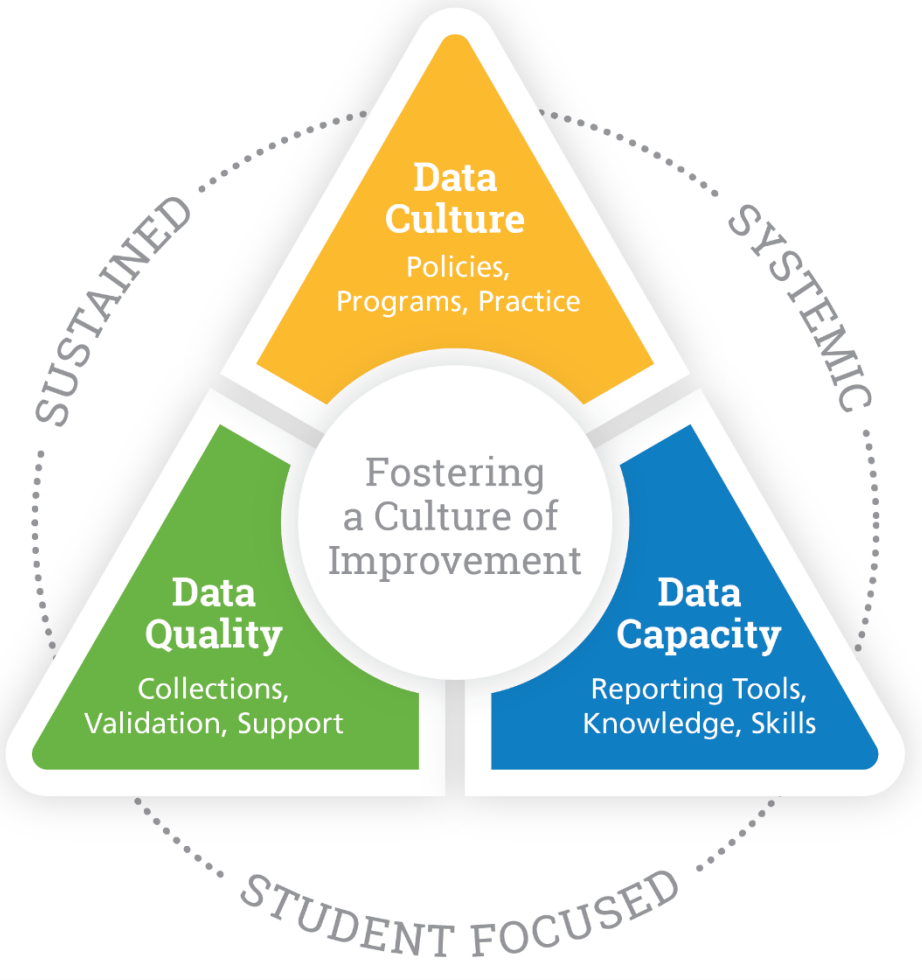
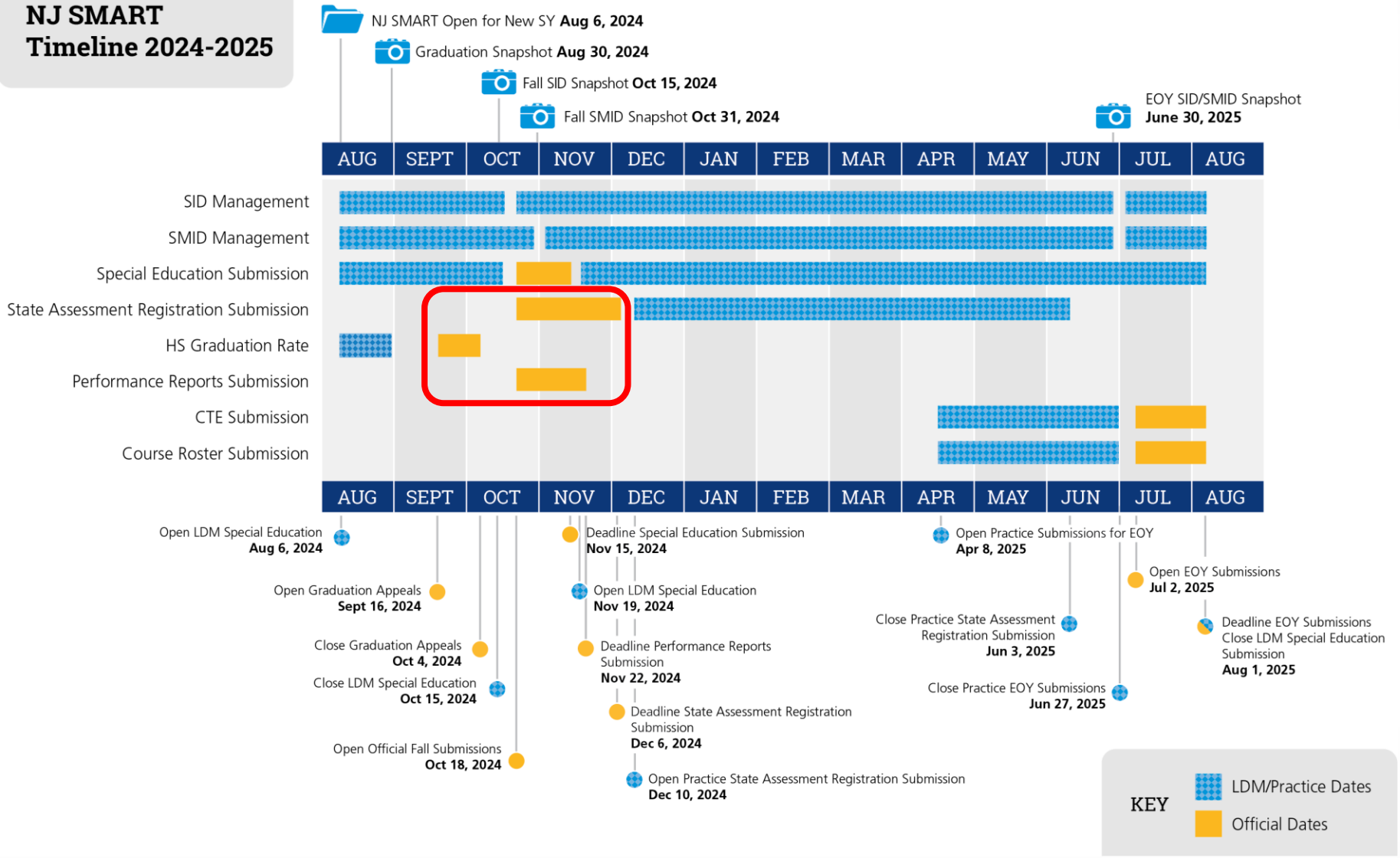
Solutions that Matter

What is the vision for NJ SMART?



Official Periods vs. Local Data Mart

NJ SMART Timeline 2024-2025



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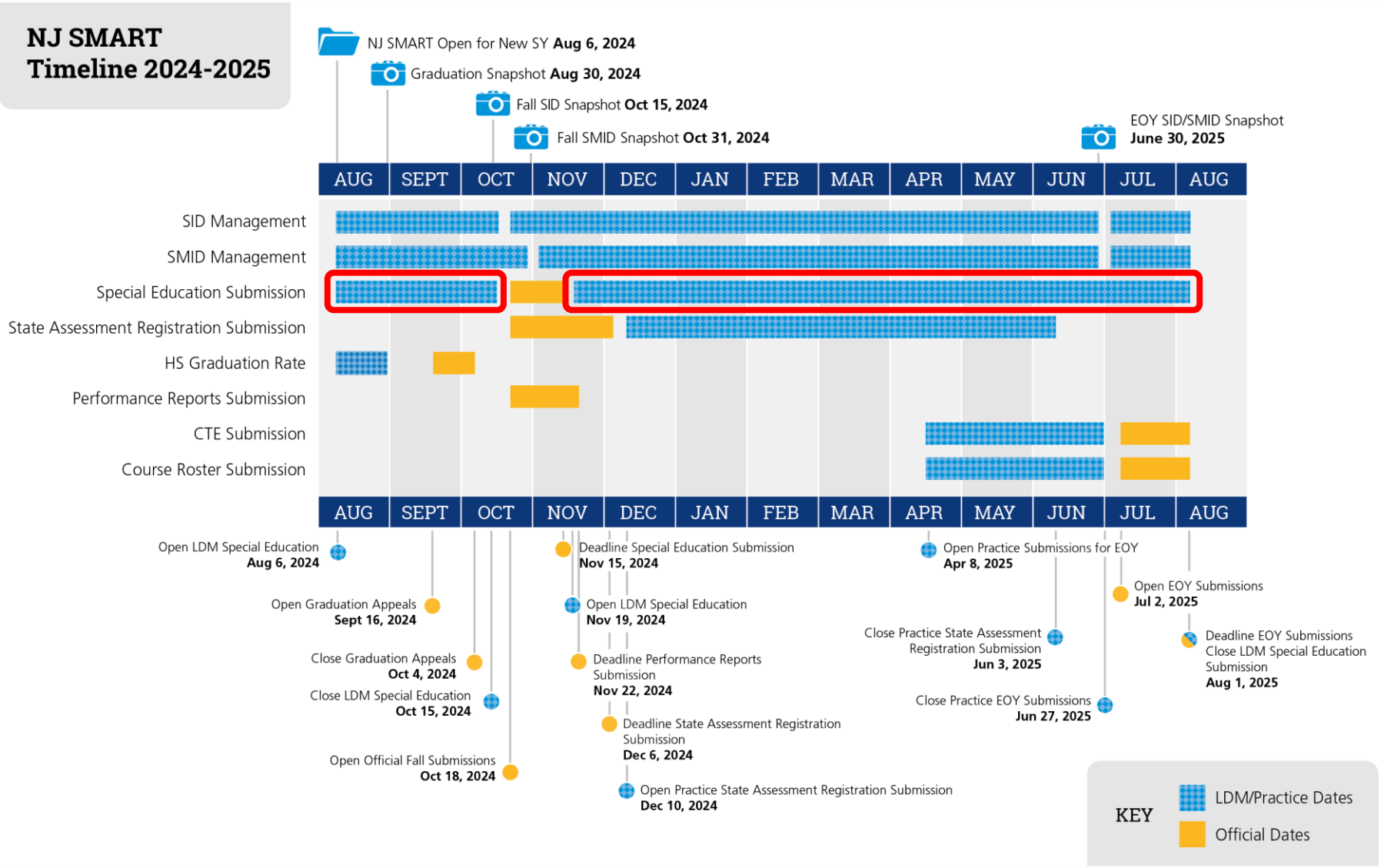
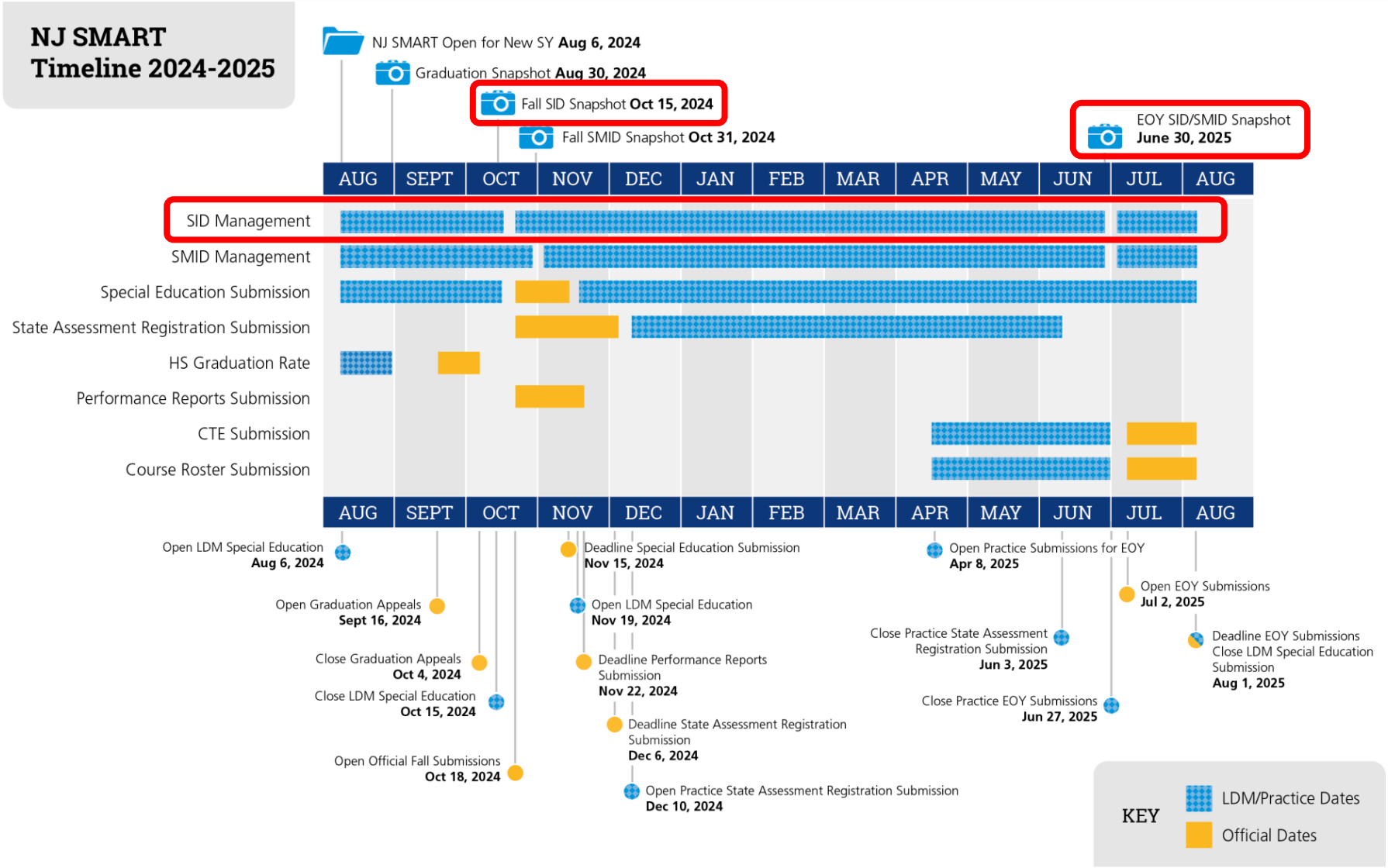


Overview of Student Submissions



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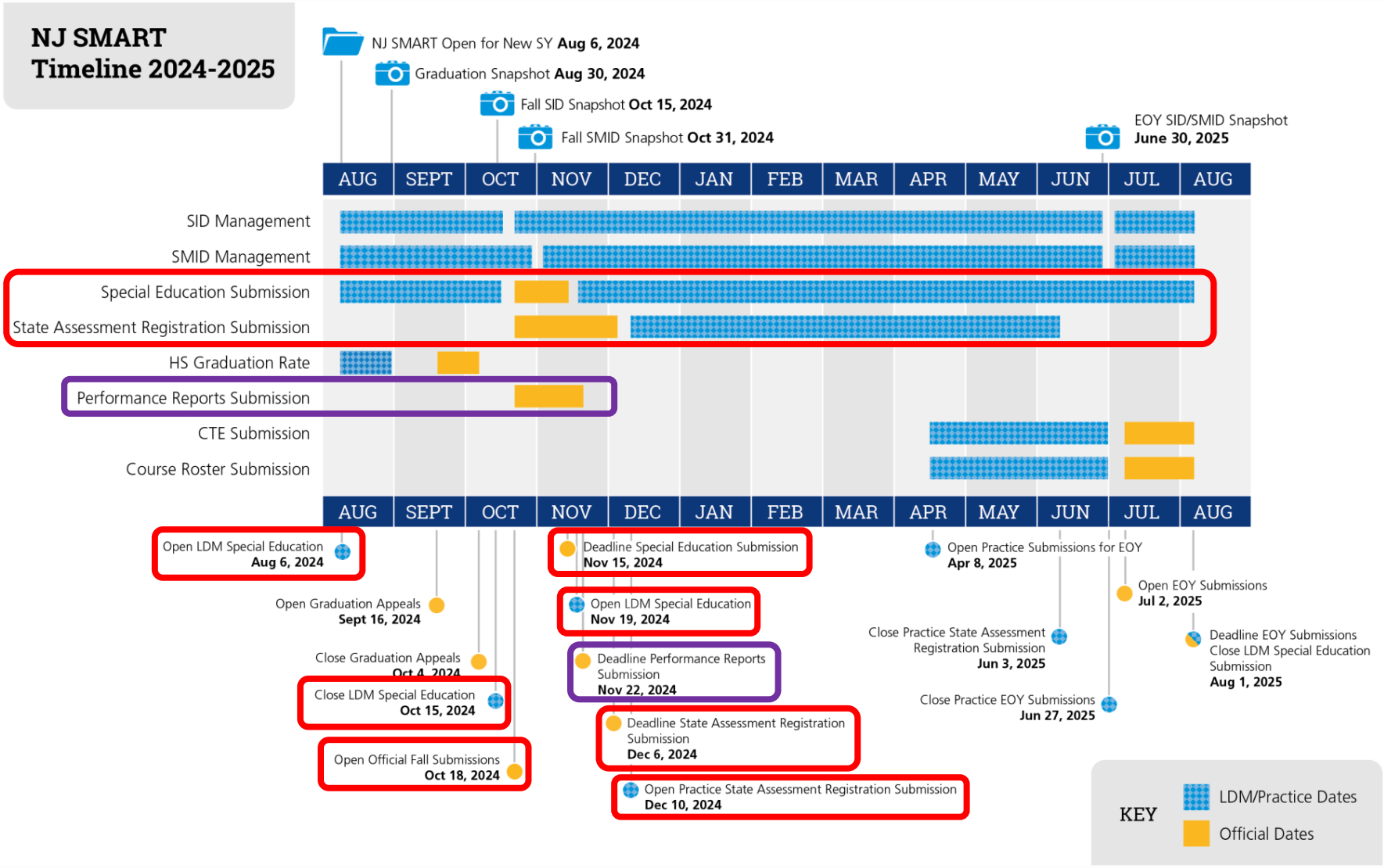

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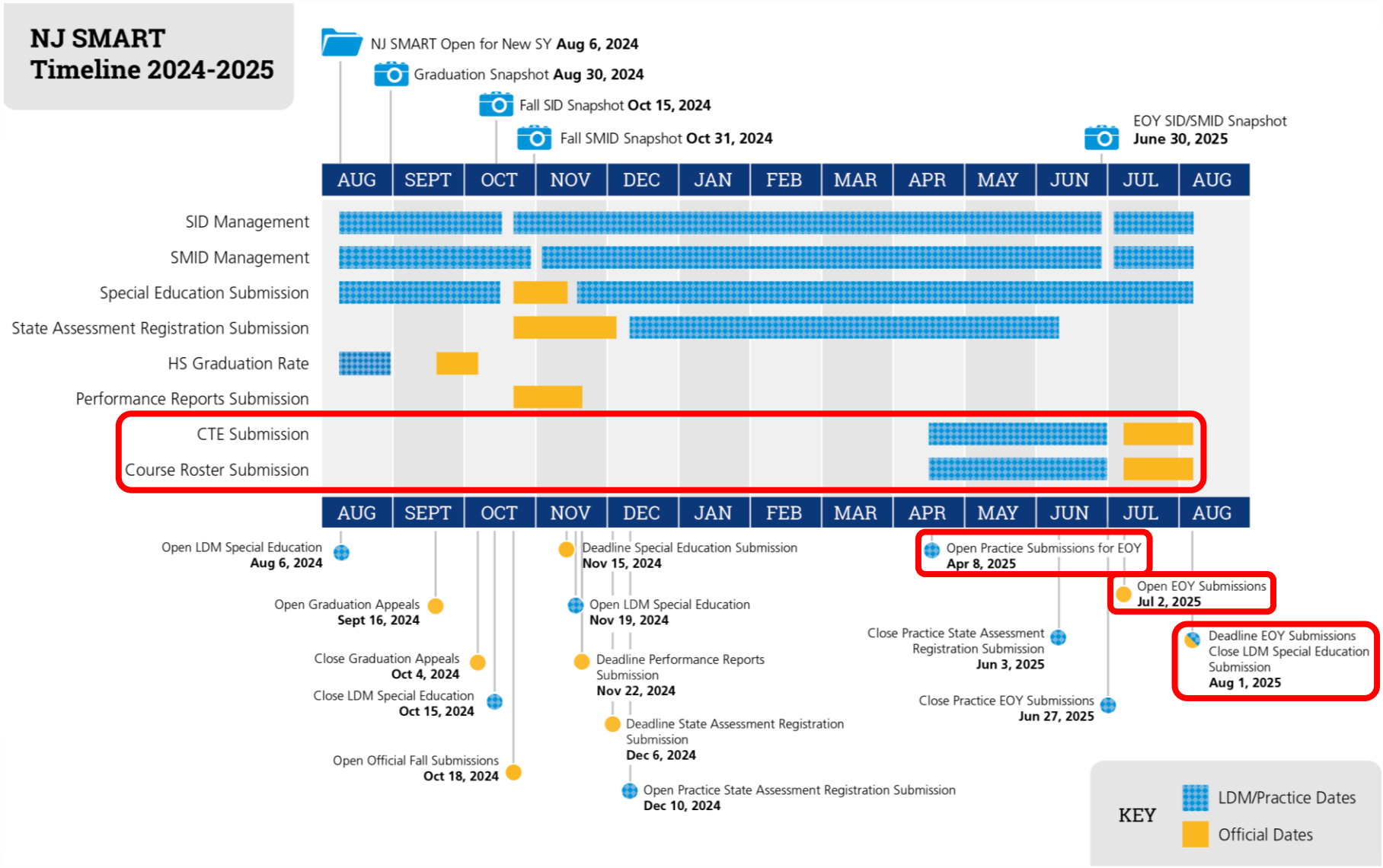
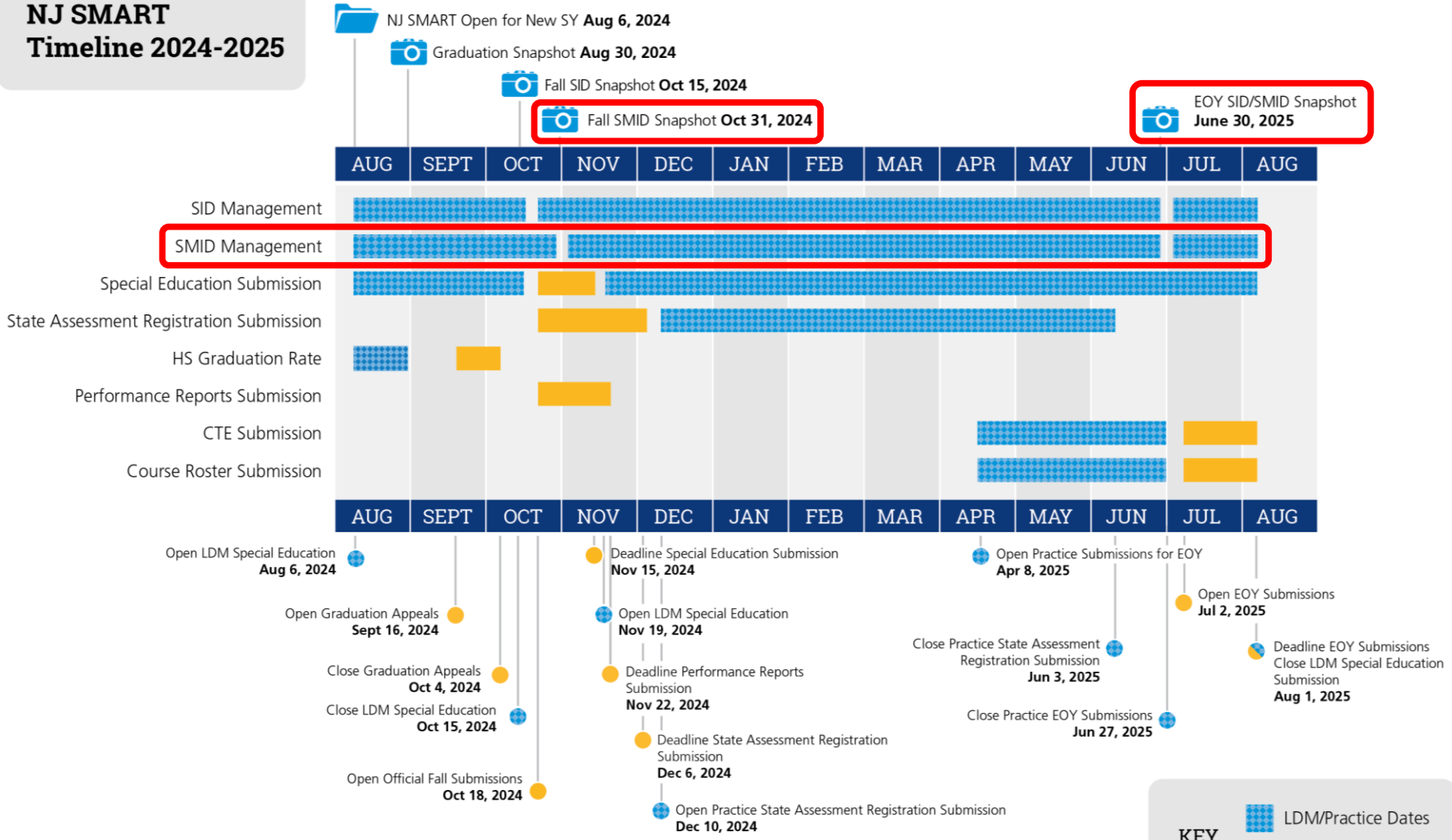


Overview of Staff Submissions

NJ SMART Timeline 2024-2025



How the SID/SMID Snapshots Work

Step 1:
We take a picture of how your records appear in SID/SMID Management at the Snapshot deadlines.

Step 2:
This data is placed in your

Snapshot

pages in SID and SMID Management.

Step 3:
These Snapshot Records are used for the official reporting of other data submissions.

Special Education Submission

mSGP

Questions?

Any questions on what we have reviewed thus far?

Importance of SID Numbers

Each student is given a SID Number by the State that is used to track a student over time and across districts within NJ.

Assigning and maintaining one unique SID Number for a student throughout that child's education is important for various reasons:

- The SID Number links the student's history within NJ longitudinally.
- If a SID Number assigned to one student is then used for a different student, the historical and assessment data could be connected to the wrong student.
- A unique SID Number for each student is needed to accurately track a district's graduation rate.
- The SID Number is needed in order to calculate a student's growth percentile.

Obtaining and Maintaining a SID Number

To obtain a SID Number for a new student, the student's record will need to be submitted to SID Management with the State Identification Number field left blank. Once the record processes through free of error a unique SID will be generated for the student.

- Tips on maintaining a unique SID Number:
  - Make sure your Student Information System (SIS) is synced with SID Management

- **Do not request a new SID for a student that already has a SID**
- **Review all potential matching records in detail prior to resolving a record**

Data Elements

When submitting data to any NJ SMART submission, the data must meet specific requirements set forth by the NJDOE and NJ SMART validation rules.

- Validation rules are put into place to help increase overall data quality. All rules are outlined in detail in the Data Handbooks.
- Any field that fails to meet the outlined validation rules is given an Error status in the NJ SMART portal and must be resolved prior to the submission deadline.
- Each submission has its own Handbook. It is mandatory to read these Handbooks when completing a submission.

Common Errors- Repeating Elements

Cross Validation Error

- Error description: Combination of LID/LSID, SID/SMID, First Name, Last Name, and Date of Birth do not match what was submitted to SID/SMID Management

Ex. Submitting a Student to SID Management and Special Education Submission

SID	SID Management		Special Education Submission
LID	1111111111	=	1111111111
Date of Birth	123	=	123
	20050302	=	20050302
First Name	Mark	≠	Marcus
Last Name	Smith	=	Smith

These data elements need to match across student and staff submissions. Inconsistently reporting student or staff information can result in errors for your LEA. Records in error will not be pulled when reporting to the NJDOE and could affect funding.

Getting Started – Account Creation

Each district will be assigned a Homeroom Administrator in cooperation with the NJDOE.

- The Homeroom Administrator is responsible for creating, editing, and deleting accounts within their respective district.
- Only one account per LEA will have Homeroom Administrator access.
- To establish a new administrator, please complete the Homeroom Administrator Update Form.

Once a Homeroom Administrator has been assigned, NJ SMART will email their portal username and password.

- Homeroom Administrators can then begin to create accounts for other staff members by visiting the **Account Management** tab in the NJ SMART portal.
- It is the responsibility of the Homeroom Administrator to delete any accounts that should no longer be active.

Account Management

- Please check that all contact information in your account is accurate:
  - Email address
  - Phone numbers and, if applicable, **extensions**
  - Cell phone numbers, if you would like to use your cell phone to verify your identity when logging into NJ SMART
  - Spelling of your name

- This information is used for sending out monthly NJ SMART email notifications, making outreach calls, and sending new passwords for users who have selected the Forgot Password link in the portal.

Account Privileges

User Roles

- Homeroom Administrator: Administrator of all district accounts
- Read Only: Can view data but does not have the ability to update data
- Analytics Only: Can run District Reports only
- Data POC: Is considered the point of contact for the district and has the ability to edit and update student and staff data

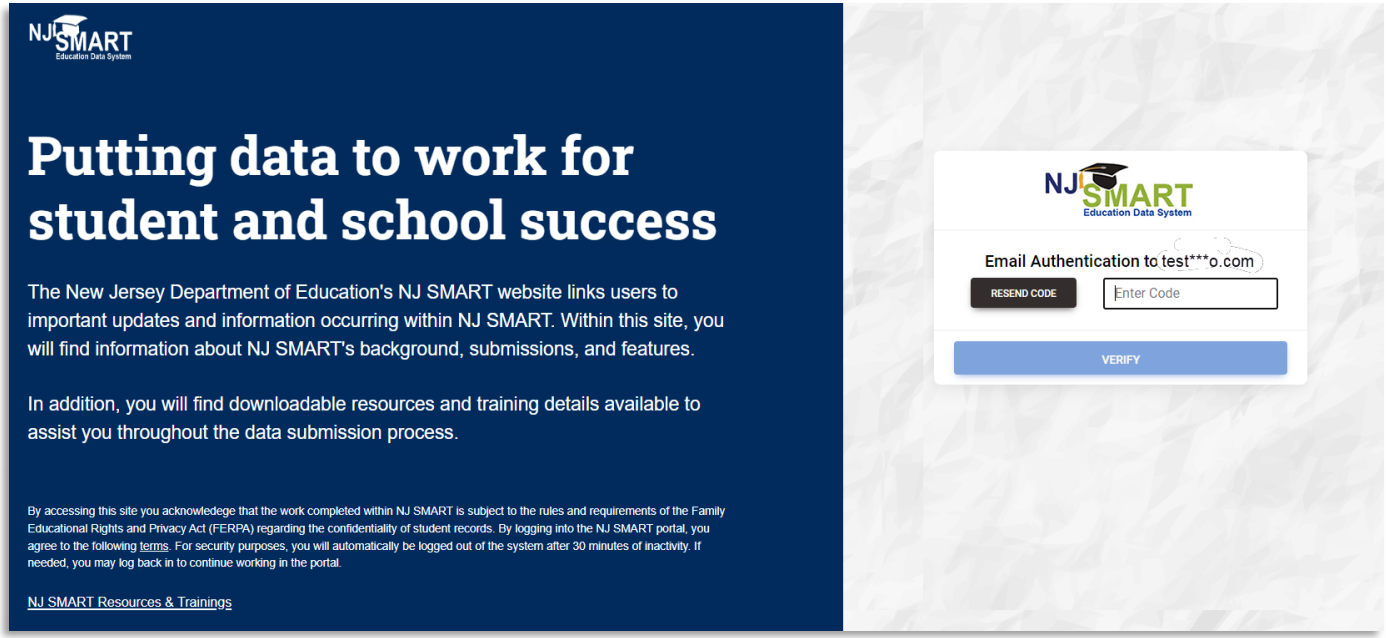
Access Permission

- Student Level Access: Can view Student Level information in NJSMART
- Staff Level Access: Can view Staff Level information in NJSMART
- District Report Access: Can run all district reports
  - Will need Student Level access to run the reports

Multifactor Authentication

NJ SMART a more secure login method!

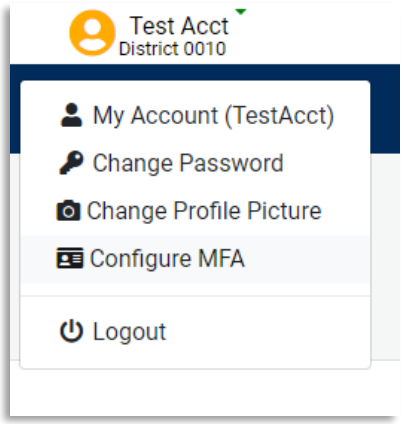
- In order to keep the sensitive information collected in NJ SMART more secure, Multifactor Authentication is enabled when signing into the NJ SMART portal.
- When signing in, users are required to enter a one-time verification code.
  - One-time verification codes are sent to users by either email or the mobile phone number listed on your Account page.



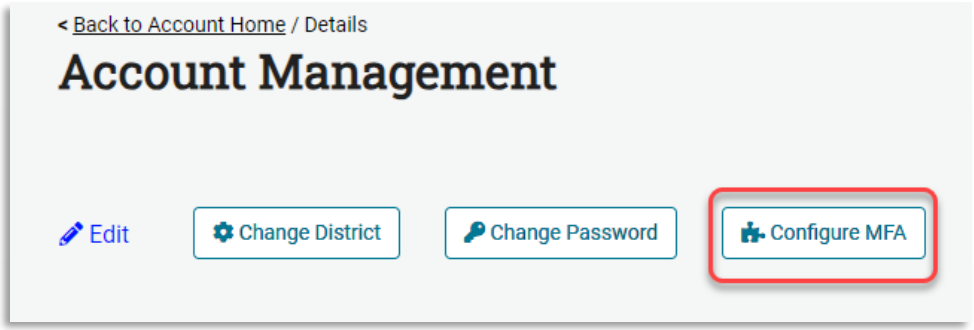
Multifactor Authentication Cont'd

Multifactor Authentication is configurable!

- Users can configure the Multifactor Authentication in two ways:
  - In the dropdown menu for your Account (click your name in the top-right of the portal and click Configure MFA)



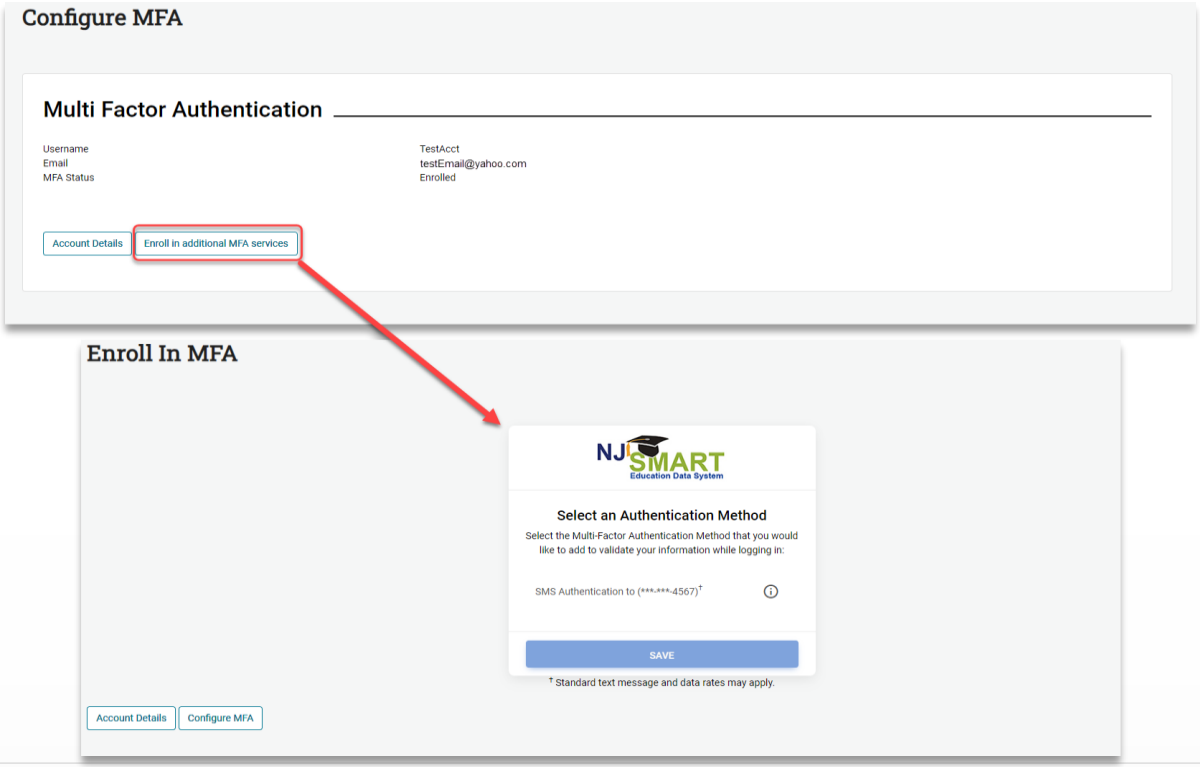
  - You will also find the Configure MFA page on the My Account page



Multifactor Authentication Cont'd

Multifactor Authentication is configurable!

- From the Configure MFA page, users are given the ability to enroll in additional MFA services.
  - If a user has their mobile phone number listed, MFA will allow you to choose your mobile number as an alternative verification method. This will send the one-time verification code to your mobile phone number instead of your email.



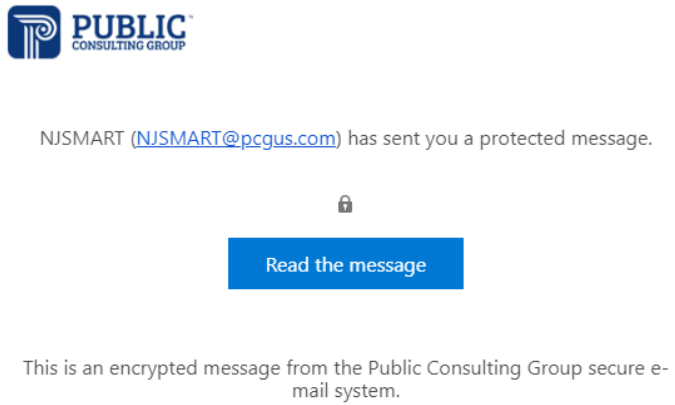
Contacting the Help Desk – Secure Emails

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:

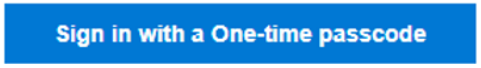
- A file attachment
- Personal Identifiable Information like a Student's name, SID Number, and/or DOB

Our email encryption process:

1. Open the email and click the blue "Read the message" button.



2. This will open your browser. Click "Sign in with a One-time passcode."

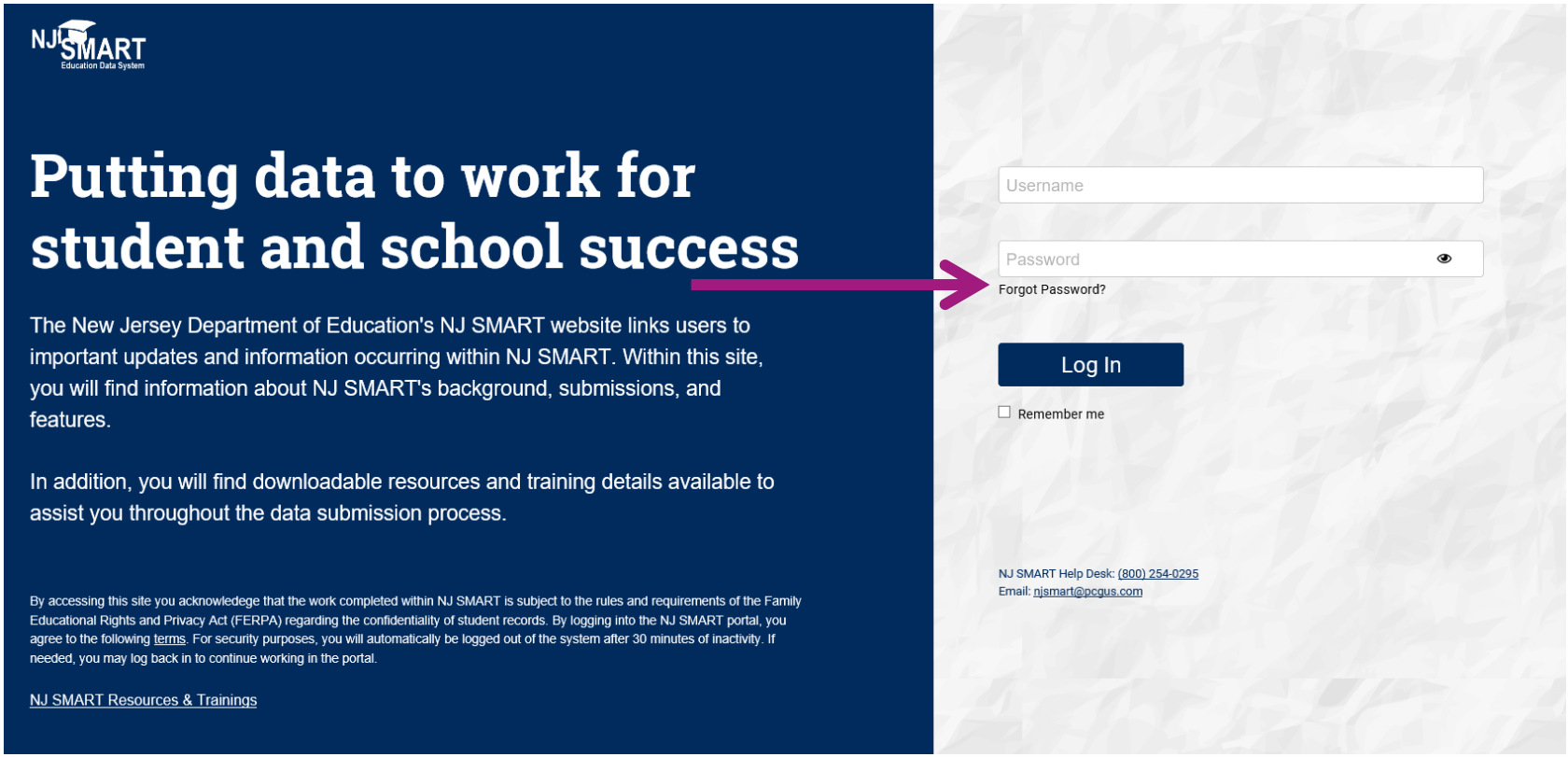


3. Reply to the secure email with your inquiry

Lost or Forgotten Password?

Did you forget your Password?

- On the Log-in Page of NJSMART, click the “Forgot Password?” link and the system will send a password reset link to the email address on file.



Questions?

Any remaining questions before we adjourn the meeting?

Live Demonstration

This is a live demonstration of the New User training. You will need to participate in a scheduled training to view this section of the training. Please see the NJ SMART Resources & Trainings page for training dates.

Available Resources

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njsmart@pcgus.com

Resources & Trainings

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Please Provide your Feedback

We'd love to hear from you!

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