

Disability Accommodation Pool (DAP)

User Manual

March 2010



Disability Accommodation Pool (DAP) User Manual

To access the **Disability Accommodations Pool (DAP)** site go to <http://apps.sbctc.edu/DAP>

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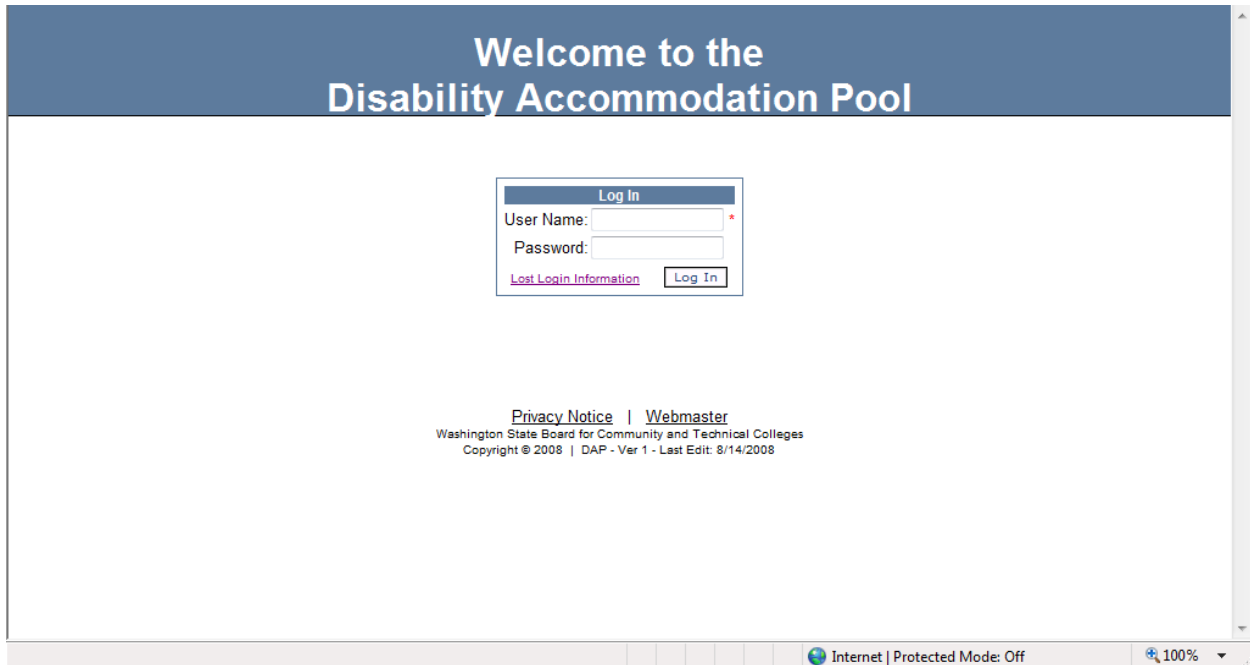
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LOG IN

Enter **User Name** and **Password** and click on the **Log In** button.

- Colleges must use the User Name and Password assigned to the Vice President/Dean of Students by the State Board to access the on-line application.
- If your Login information is lost, click on [Lost Login Information](#) to generate an email to SBCTC Student Services staff or call 360.704.4315 for assistance.

Note: If the site is inactive for more than 20 minutes you will be automatically logged out. You will need to re-enter your **User Name** and **Password** to continue working.



The screenshot shows a web browser window displaying the login page for the Disability Accommodation Pool. The page has a blue header with the text "Welcome to the Disability Accommodation Pool". Below the header is a white area containing a login form. The form has a title "Log In" and two input fields: "User Name:" and "Password:". There is a red asterisk next to the User Name field. Below the input fields are two buttons: "Lost Login Information" (a link) and "Log In" (a button). At the bottom of the page, there is a footer with the text "Privacy Notice | Webmaster" and "Washington State Board for Community and Technical Colleges Copyright © 2008 | DAP - Ver 1 - Last Edit: 8/14/2008". The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

ACCOMMODATIONS

To add expenditures, you must first “Select a Fiscal Year” from the drop down menu.

Accommodations Contacts SBCTC Reports Help Logout

To add new and/or edit an accommodation, first select a fiscal year to work in from the list below.

Select a Fiscal Year ▾
 Select a Fiscal Year
 2009 - 2010
 2010 - 2011
 2011 - 2012

Primary Contact		Business Contact	
First Name: Sadie		First Name: John	
Last Name: Burrak		Last Name: Hope	
Email: sadb@email.com		Email: hopj@gmail.com	
Phone: 555-555-5555			

To Add a New Expenditure

- Select a **Category** and a **SubCategory** from the drop down menus in the first table. Enter the amount of the expenditure (whole dollars only) along with any explanatory comments.
- If the expenditure is listed as **Other**, please include an explanation in the **Comments** column. The **Comments** section can also be used to help you track when you added an expenditure, the date range that the expenditure covers or any other information that will be helpful to users on your campus.
- Click on the **Add** button and the expenditure will move to the second table.
- **Add** buttons will be grayed out and unavailable when the system is closed (April 2-June 30).

To Edit an Existing Expenditure

- Click on the word **Edit** in front of the accommodation expenditure you wish to change. You can edit expenditures at any time during the open period (July 1-April 1).
- **Edit** buttons will be grayed out and unavailable when the system is closed (April 2-June 30).

Add New Request				
	Category	SubCategory	Expenditure	Comments
<input type="button" value="Add"/>	Select a category ▾	Select a Sub-Category ▾	<input type="text"/>	<input type="text"/>

	Category	SubCategory	Expenditure	Comments
Edit	Alternate media supplies & equipment	Recordings for blind and dyslexic	\$123,456.00	
Edit	Communication access services	Prepatory materials	\$77,643.00	
			\$201,099.00	

CONTACTS

Check contact information for accuracy


If there have been staffing changes, click on the **Contacts** tab at the top of the page to update the information. It is important to make sure this information is correct, since all communication regarding the allocation of Disability Accommodation Pool Funds will be done via email to the contacts listed here.

Be sure to click the **“Save”** button when you are finished. You will get a message saying, **“Your contact information has been saved”** if the changes have been accepted by the system.

College Contacts	
Primary Contact	Business Contact
First Name: <input type="text" value="sadsa"/>	First Name: <input type="text" value="asdf"/>
Last Name: <input type="text" value="sadf"/>	Last Name: <input type="text" value="sadf"/>
Email: <input type="text" value="sadf@email.com"/>	Email: <input type="text" value="asdf@email.com"/>
Phone: <input type="text" value="555-555-5555"/>	
Your contact information has been saved.	
<input type="button" value="Save"/>	

If there is a problem, a pop-up message will appear telling you which information needs to be corrected before the information will be updated. Correct that field and **Save** again to ensure that the updates have been accepted.

College Contacts	
Primary Contact	Business Contact
First Name: <input type="text" value="sadsa"/>	First Name: <input type="text" value="asdf"/>
Last Name: <input type="text" value="sadf"/>	Last Name: <input type="text" value="sadf"/>
Email: <input type="text" value="sademail.com"/>	Email: <input type="text" value="sail.com"/>
Phone: <input type="text" value="555-555-5555"/>	
<input type="button" value="Save"/>	

 invalid email

SBCTC

Check here for contact information of Student Services staff at the State Board office who can answer questions about the DAP web tool.

REPORTS

A variety of reports are available by clicking on the **Reports** tab.

- Select the report you want to view from the drop down menu.
- A second drop down menu will appear which will require you to choose the fiscal year.
- Finally, click on the button to bring up the report.

The screenshot shows the 'Reports' tab selected in the navigation bar. A dropdown menu is open, showing the following options: 'Select Report', 'My Expenditures', 'College Expenditures', 'College Category Totals', and 'College Other Comments'. The 'Select Report' option is currently selected.

The screenshot shows the 'My Expenditures' report selected. A second dropdown menu is open, showing the following fiscal year options: '2008 - 2009', '2009 - 2010', and '2010 - 2011'. The '2008 - 2009' option is currently selected.

To save a report to your electronic files click on the button at the bottom of the page.

Reports include:

- My Expenditures

The screenshot shows the 'My Expenditures' report interface. It includes a dropdown menu for 'My Expenditures' and another for '2008 - 2009'. Below these is a 'Get Report' button. The report data is displayed in a table:

Category	SubCategory	Expenditures
Accessible transportation for students	General	\$1,522.00
Alternate media supplies & equipment	Audiotapes	\$1,525.00
Assistive technology software	Service and maintenance agreements	\$15,000.00
Other	Other	\$11,747.00
Totals:		\$29,794.00

- College Expenditures

The screenshot shows the 'College Expenditures' report interface. It includes a dropdown menu for 'College Expenditures' and another for '2008 - 2009'. Below these is a 'Get Report' button. The report data is displayed in a table:

College	Expenditures
Peninsula College	\$52,547.00
Grays Harbor College	\$29,794.00
Olympic College	\$19,575.00
North Seattle Comm College	\$10,000.00
South Seattle Comm College	\$10,000.00
Centralia College	\$3,750.00

- College Category Totals

Accommodations Contacts SBCTC **Reports** Help Logout

College Category Totals ▾
2008 - 2009 ▾

Get Report

Category	Expenditures
Accessible transportation for students	\$1,522.00
Alternate furniture	\$2,500.00
Alternate media supplies & equipment	\$7,550.00
Assistive equipment	\$17,772.00
Assistive technology software	\$48,050.00
Communication access services	\$1,525.00
Laptops or PCs for accommodation use	\$15,000.00
Other	\$31,747.00
Totals:	\$125,666.00

- College Other Comments

Accommodations Contacts SBCTC **Reports** Help Logout

College Other Comments ▾
2008 - 2009 ▾

Get Report

College	Other Comments	Expenditure
Grays Harbor College	N/A	\$11,747.00
North Seattle Comm College		\$10,000.00
South Seattle Comm College		\$10,000.00
	Totals:	\$31,747.00

HELP

Documents

Check here to download copies of the **DAP User Manual**, definitions of the available categories, and other helpful documents.

Categories Available

Check here for detailed explanations of allowable expenditures by category.

- Click on one of the categories listed and a pop-up box will appear with an explanation of expenditures that can be reported under that category.
- To move to another category click on the **“Click to Close”** text in the pop-up box, then click on another category.

The screenshot shows the website interface for the Disability Accommodation Pool (DAP). At the top, there is a navigation bar with links for 'Accommodations', 'Contacts', and 'SBCTC'. A pop-up box is displayed in the center, containing the following text: 'Report expenses that relate to the provision of, not related to the person performing the duty. If a college chooses to report percentages of a person's time, time and effort records must be kept for use during an audit to prove the percentage of time spent on direct accommodation provision. Supplies required for note taking services (i.e. NCR paper) are to be included in this category. Supplies for the other services listed are to be reported under #5.' Below the text is a 'Click to Close' button. Underneath the pop-up box is a table with the following content:

Document Name	Description	
DAP User Manual	User Manual	Download

Below the table, the heading 'Categories Available' is followed by a note: '(Click on the text and a pop-up box will appear with an explanation of expenditures that can be reported under that category.)'. A list of eight categories is provided:

1. Provision of accommodation services
2. Communication access services
3. Alternate furniture
4. Laptops or PCs for accommodation use
5. Alternate media supplies & equipment
6. Accessible transportation for students
7. Assistive technology software
8. Assistive equipment