

# How to access the End of Year Pupil Finance Report

All Superintendents have been provided with the security access to download the End of Year Pupil Finance Report from the Department of Education's web site. Superintendents can follow these instructions.

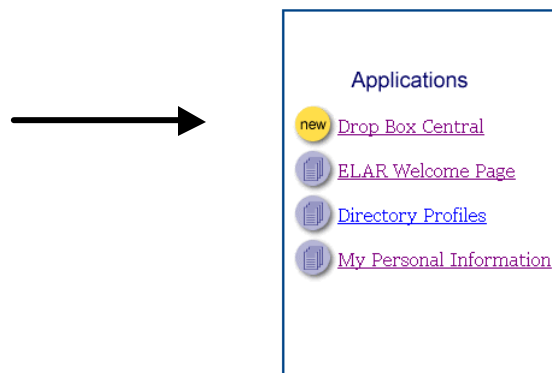
If you are the Directory Administrator for your district and would like to assign yourself this security role please see page 3.

## Superintendents:

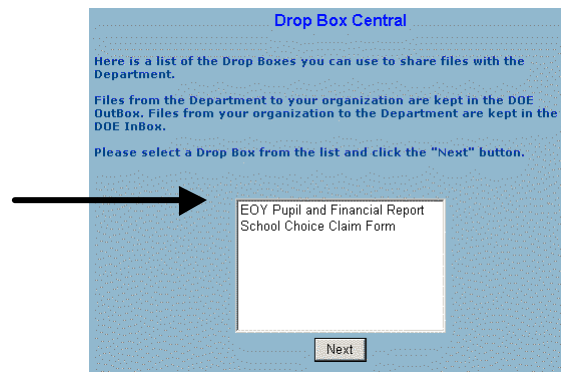
- 1) Go to the security portal at <http://www4.doemass.org>



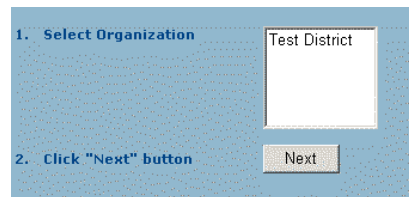
- 2) Login using your **personal** username and password. Usually the username is your first initial and last name e.g. John Smith's username is jsmith.
- 3) Under Applications select "Drop Box Central".



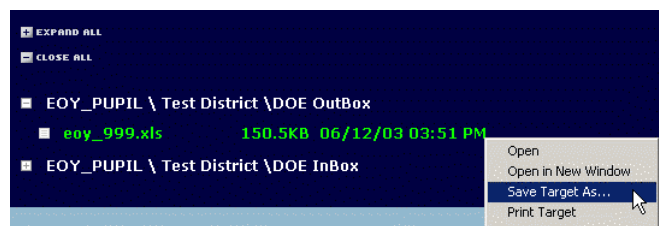
4) Select the End of Year Pupil and Financial Report Drop Box.



5) Select the district that you need to access.



6) Right-Click the filename of the file in the DOE Outbox. Click Save As and save the file to your computer.



If you have further technical questions please contact Hadley Cabral at (781) 338-6586.

# For Directory Administrators: How to give yourself access to the Finance DropBox

- 1) Go to the security portal at <http://www4.doemass.org>



- 2) Under Applications select Directory Administration.



- 3) Go to the My Personal Information tab.



- 4) Go to the Security Tab and scroll down to select Finance DropBox. (FINANCE)
- 5) Click SAVE and then go back to the security portal.

**ROLES**

Admin	
	Description
<input checked="" type="checkbox"/>	Directory Administrator Allows person to edit information in Directory Administration application about the organization and people in the organization.
<input checked="" type="checkbox"/>	Directory User Allows person to edit their own contact information and view other information in Directory Administration application.
<input type="checkbox"/>	EPAR Educator Preparation Annual Report
<input type="checkbox"/>	EPFA Educator Preparation Program Approval
<input type="checkbox"/>	EPFC Educator Preparation Program Complete
<input type="checkbox"/>	EQELS District Superintendent Inquiry
<input type="checkbox"/>	EQRLW Educator Quality Request Licensure Waiver
<input checked="" type="checkbox"/>	FINANC Financial functions, the first being the drop box
<input type="checkbox"/>	MDCS Allows person to run the MDCS application for the organization to validate and submit student data elements.

- 6) You should see the Drop Box Central listed under applications.
- 7) Now follow the directions on page one to access the End of Year Financial Report.

If you have any questions regarding how to get access to the End of Year Financial Report please call Hadley Cabral at (781) 338-6586.

# How to Upload the File to the Department of Education

- 1) Once the spreadsheet is completed. Please login to the Security Portal



- 2) Under Applications select "Finance Drop Box".
- 3) Click on the link at the bottom of the next screen.
- 4) Select the district that you need to access and click the enter button.
- 5) Double click on the folder labeled FINANC and then click the icon labeled Upload.
- 6) Browse to select the file you want to upload to the Department and then click on the Upload button.
- 7) Once you have successfully uploaded the file you will see the following message:

The selected file has been successfully uploaded to the FINANC directory. Please click on the refresh button in your dropbox to see your new file.

You can [upload](#) a new file or [close](#) window to continue

If you have any questions regarding how to upload the End of Year Financial Report please call Hadley Cabral at (781) 338-6586.