



**Department of
Education**

Dennis M. Walcott, Chancellor

Charter Schools Office
ATS Download Capability- User Guide
Updated October 14, 2011

Introduction

In an effort to create systems that are sustainable and efficient for charter schools, the DOE has implemented a solution to give Charter Schools the capacity to download reports from ATS (Automate the Schools) to excel.

In order to do this, a user must already have:

- An active DOE email address and password
- An active ATS user ID and password

Having Winzip, or any other similar program to open compressed files, on your computer is also required. Your browser will also need to allow pop-ups.

Accessing Webconnect and ATS

First, log on to ATS (via Webconnect). Please note, you will need a DOE email username and password to access Webconnect. You will need to call the help desk if you need your DOE email password reset. Please reach out to the operations liaison for your cohort if you have questions about this.

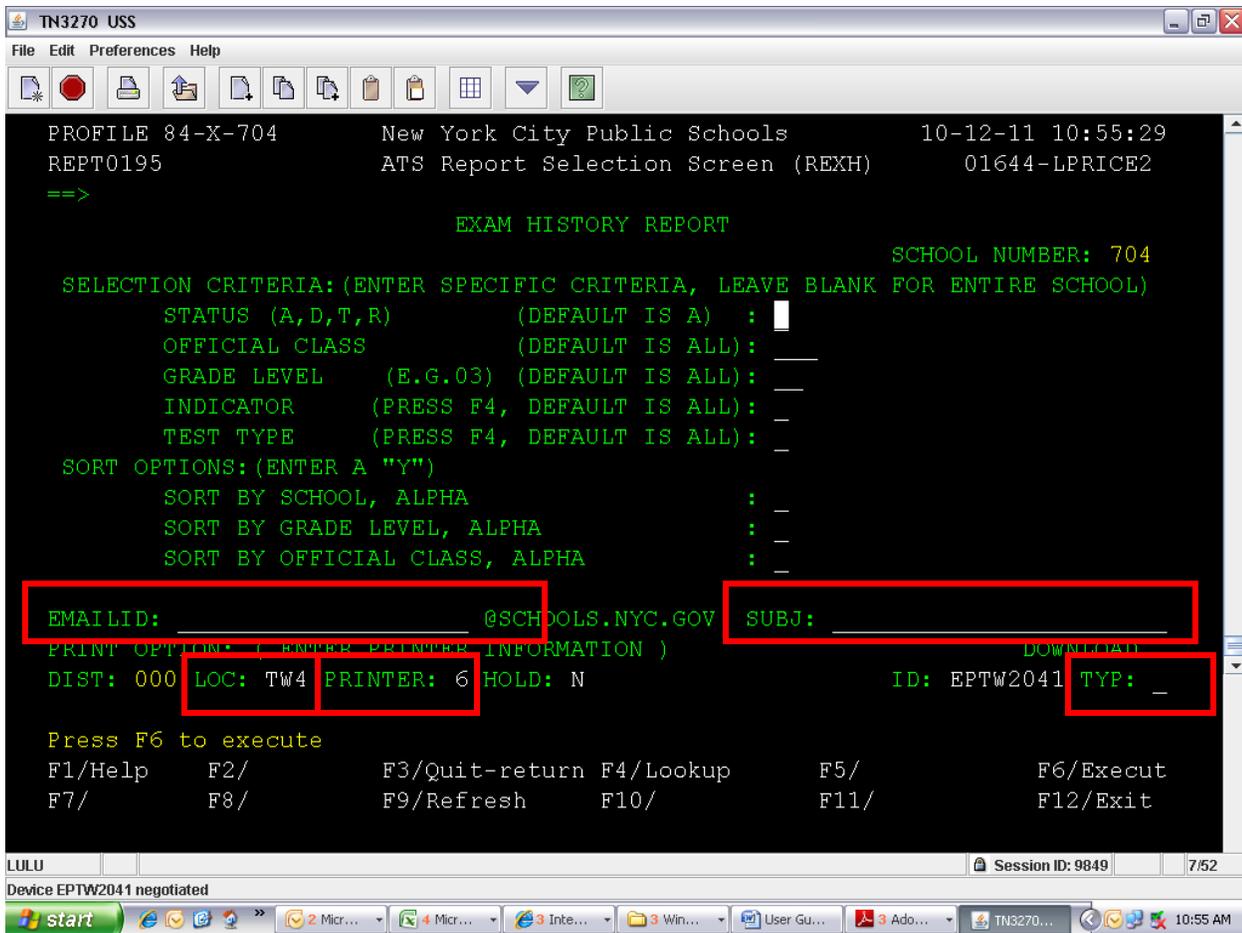
You can access Webconnect at this website: <https://schools.ra.nyc.gov>

The CSO will be provisioning new email accounts to charter school users later this fall. We are not currently provisioning new accounts; this means that only those who currently have DOE email accounts have access to this functionality.

Once you have accessed Webconnect and logged into ATS, there are 3 easy steps to download ATS reports.

1. [Send the report link to your DOE email account](#)
2. [Log into your DOE email account](#)
3. [Download the file](#)

You can find answers to [Frequently Asked Questions](#) in the back.



Step 1: Send the report link to your DOE email account

Once in ATS (please see other user guides for step by step instructions on how to log on to Webconnect and ATS), choose the report to download. You can find a partial list of reports that have download capability in the [Frequently Asked Questions](#).

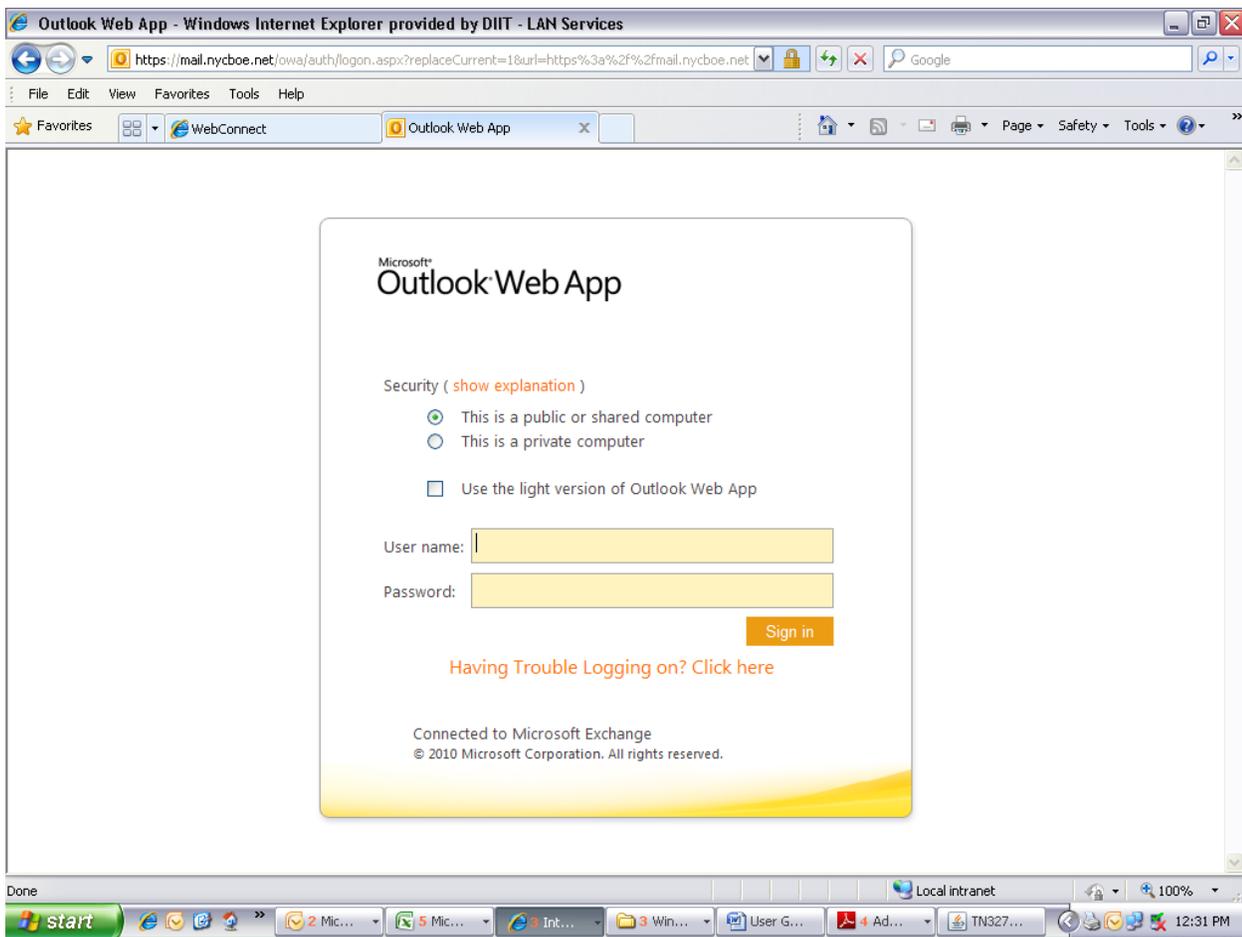
At the bottom, in the “EMAILID” field, enter in your DOE user name (without the @schools.nyc.gov). Remember, do not use your ATS user name here.

In the “SUBJ:” field, you can enter anything, but good practice is to put a few words to help you remember what you were requesting. What you put in the subject field will be the subject when you receive the outlook email.

Remove the printer location and number, by spacing through the “LOC” and “PRINTER” fields.

Type in a “d” in the “TYP” field.

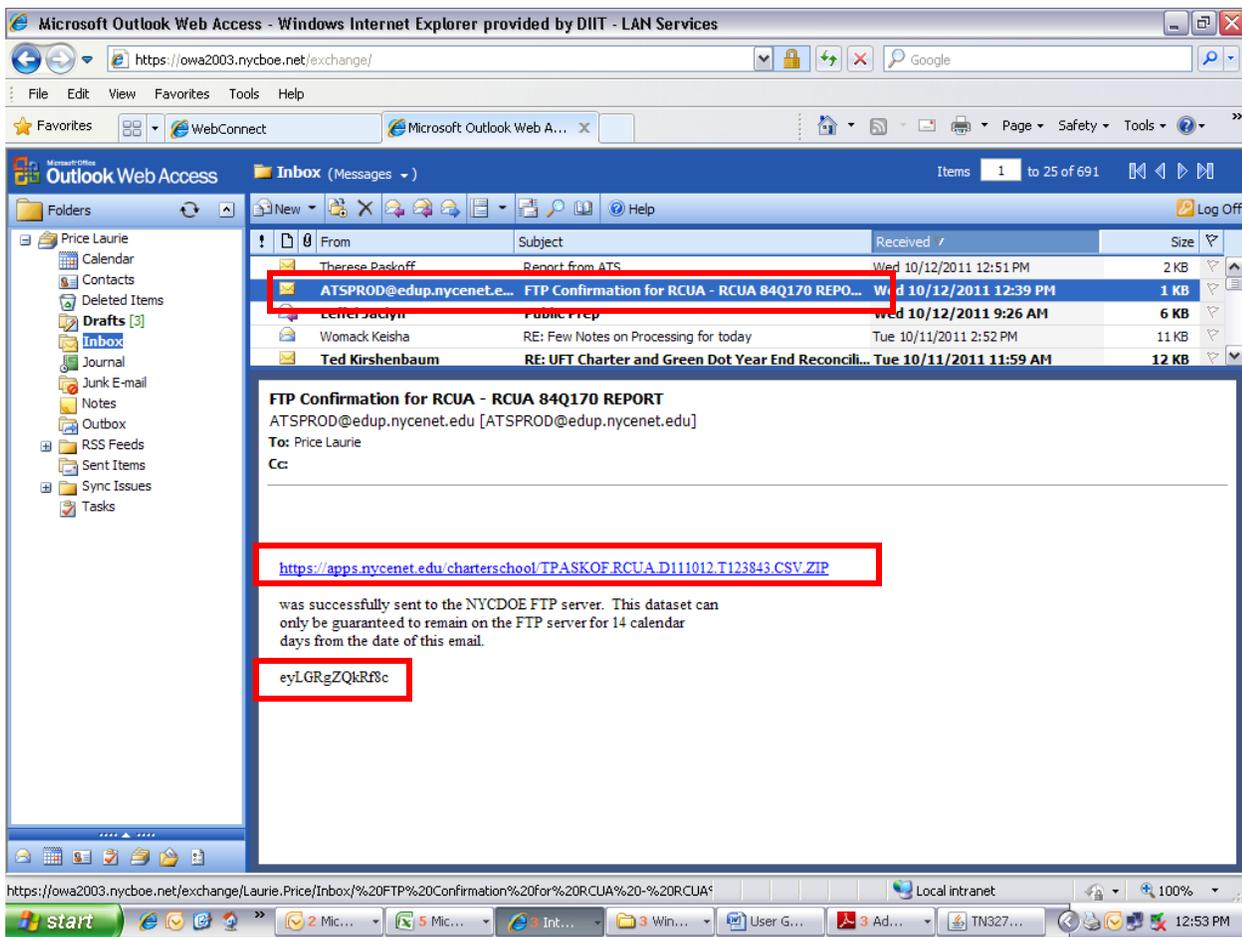
Hit F6 to execute. ATS will ask that you confirm by hitting F6 again. An email will now be sent to the address entered in the “EMAILID” field with a link to download the file along with a password.



Step 2: Log into your DOE email account

Click this link to access your DOE email account: <https://mail.nycboe.net>

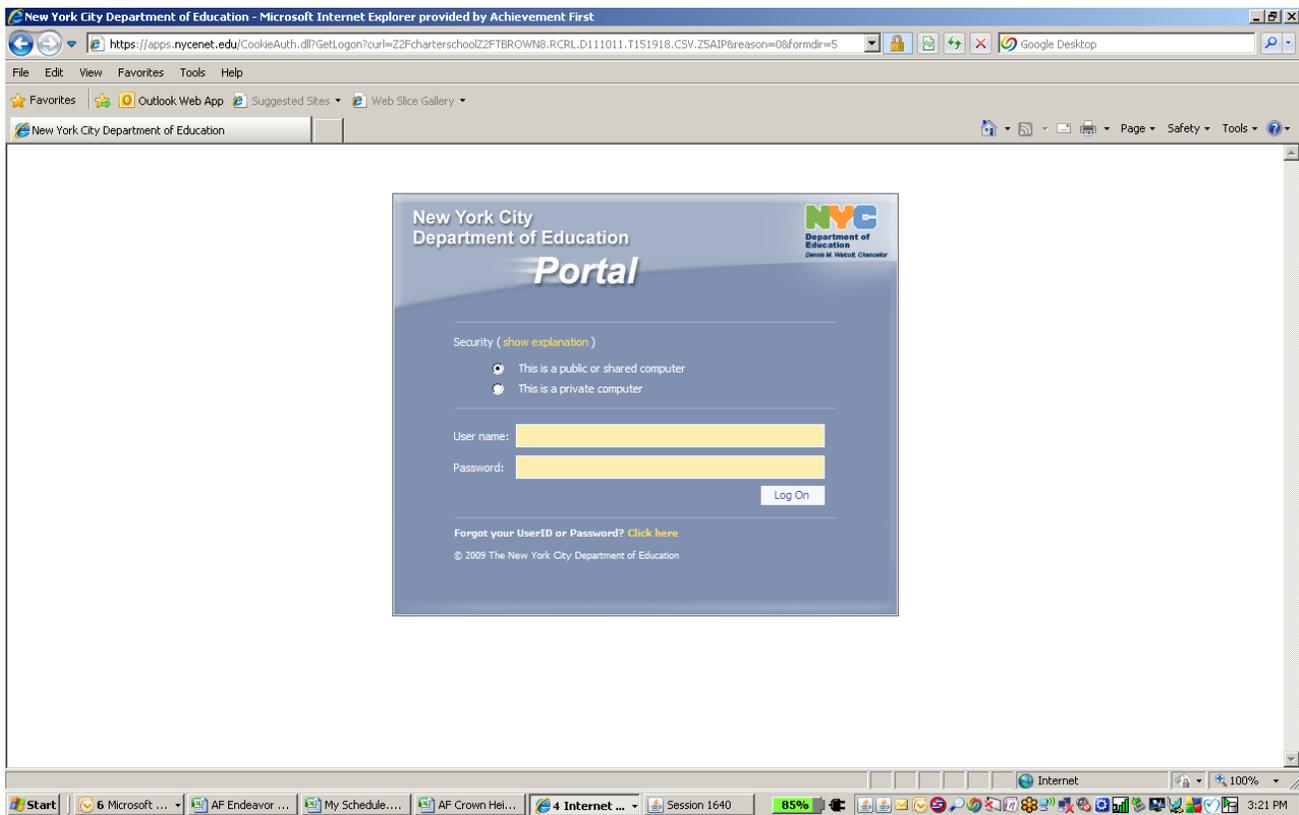
If you need a password reset, please call the helpdesk at 718-935-5100. Please note that passwords for DOE email accounts must be changed every 90 days. After 90 days, you will be prompted to set a new password.



Step 3: Download the file

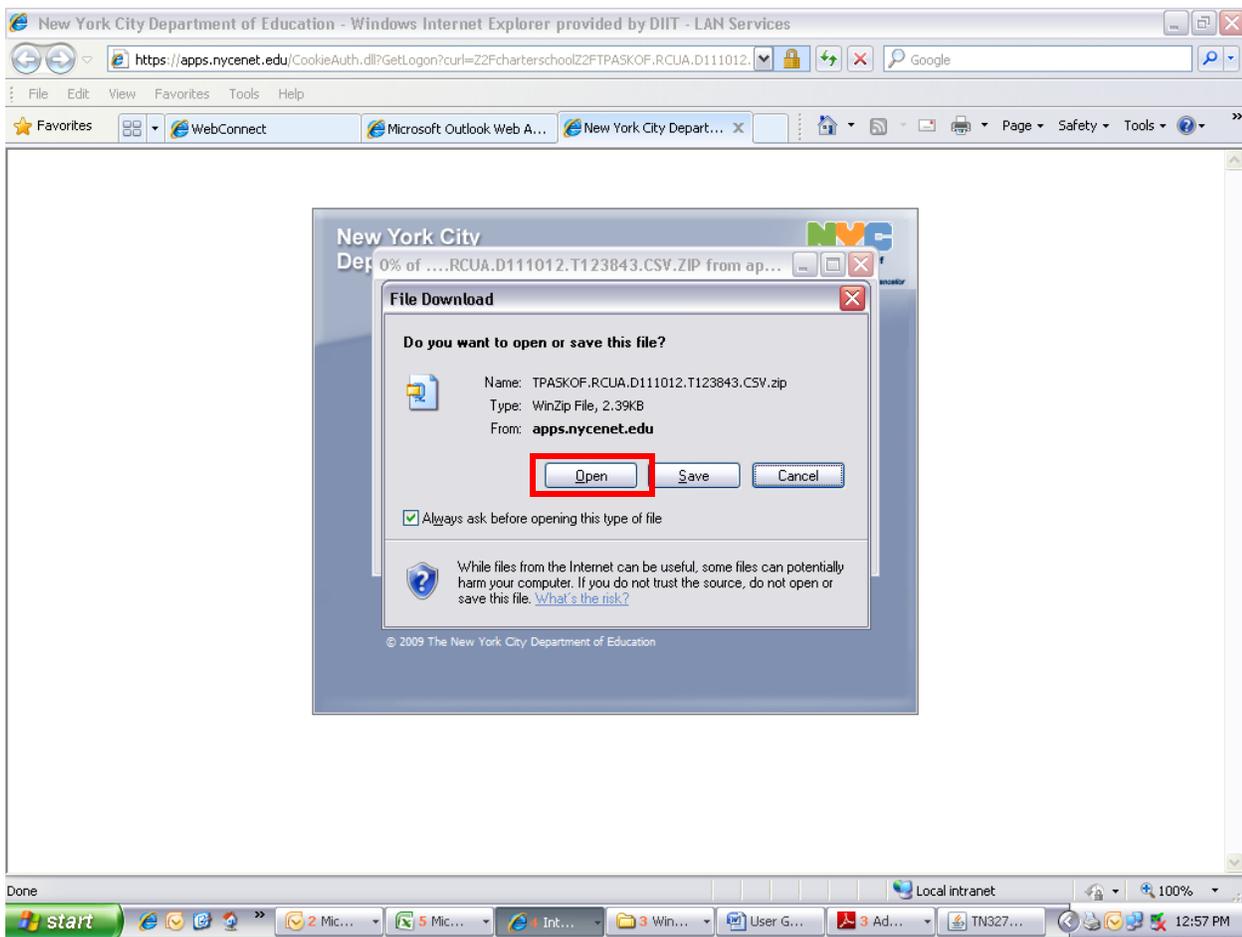
Open the email with the subject you entered. Click on the link in the body of the email.

Do not delete the email immediately. The body of this email will contain a password at the bottom that will be used to access the file. (Reports that do not contain OSIS numbers will not require a password and the FTP confirmation email will not contain a password.)

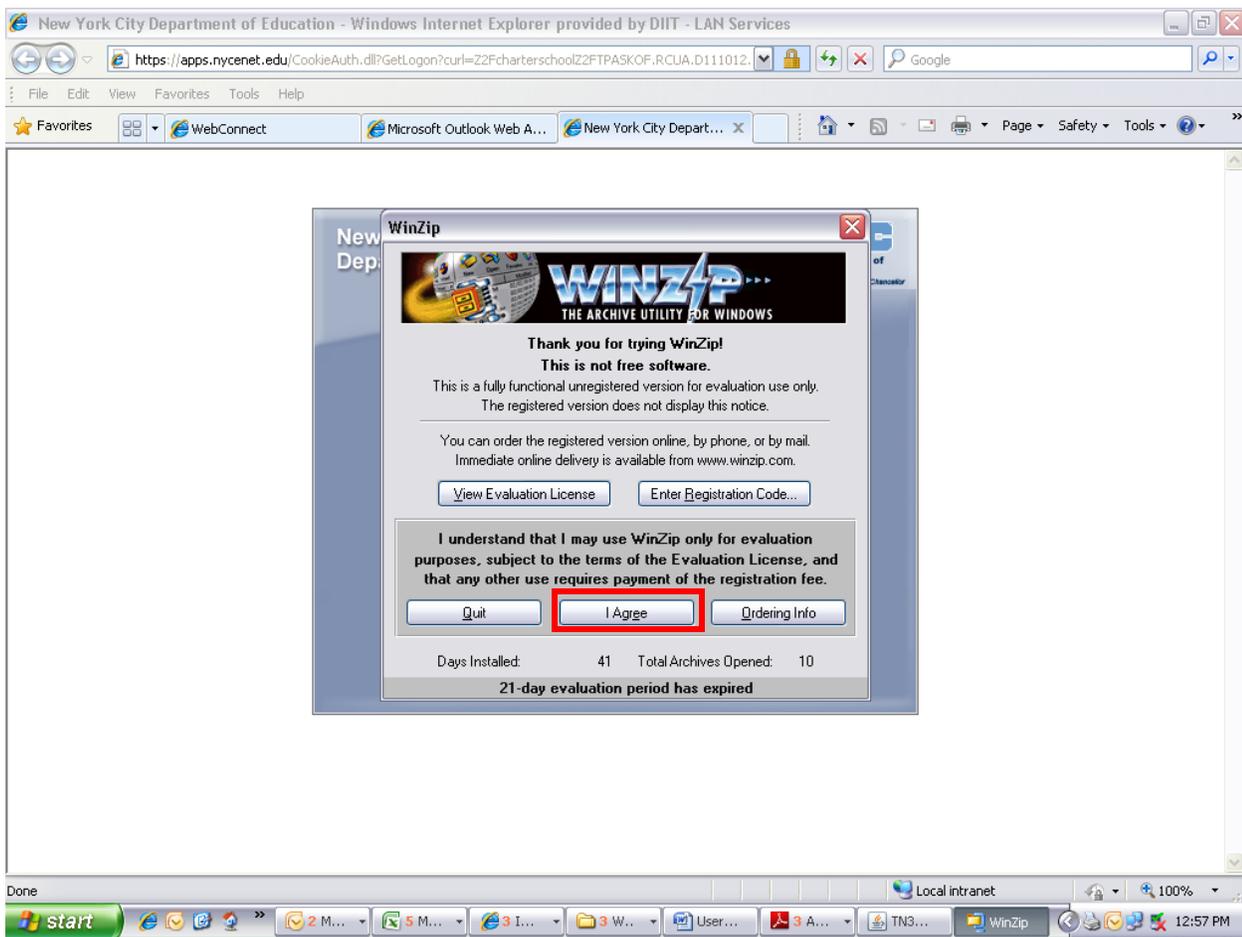


Step 3: Download the file (continued)

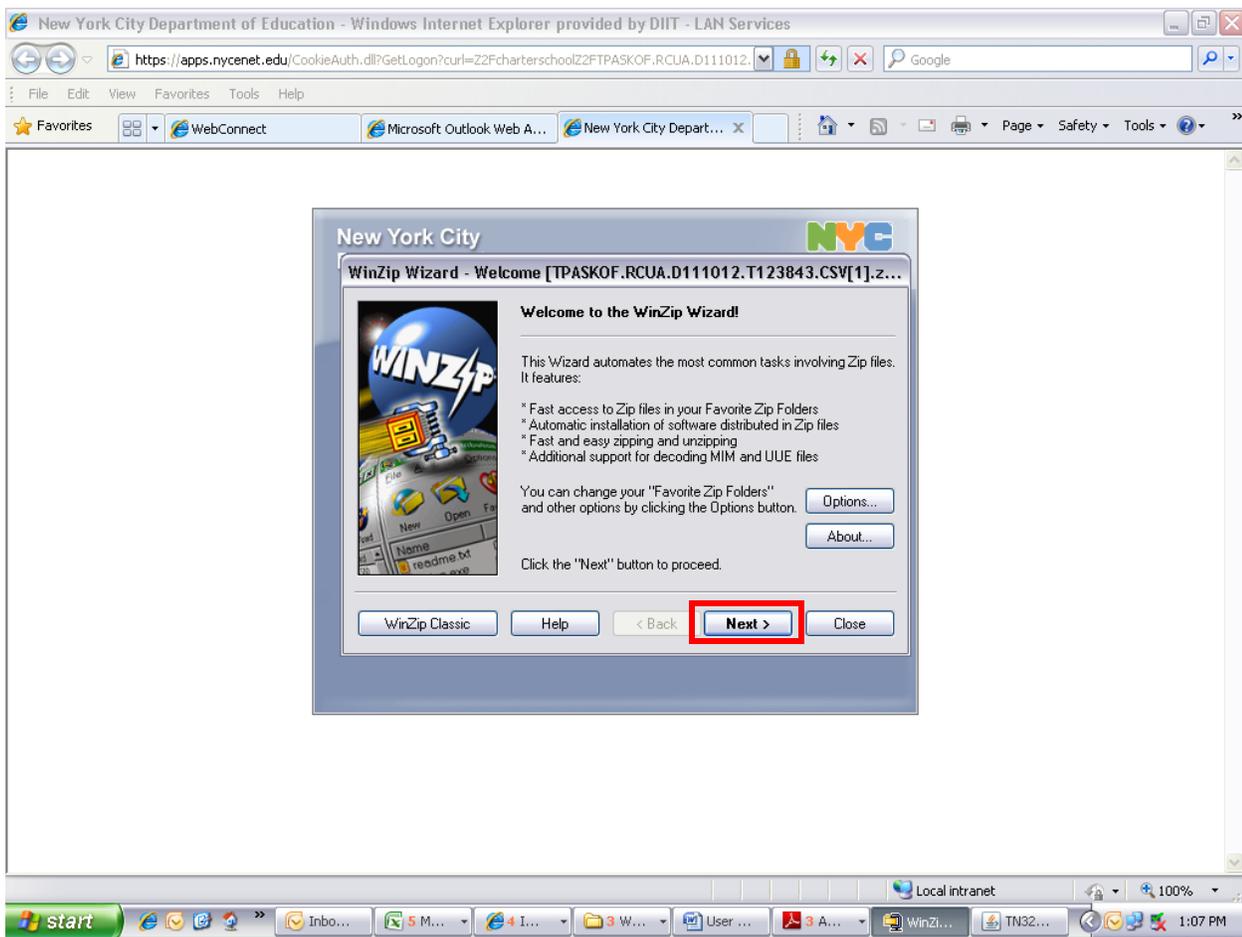
Once you click on the link, you will be prompted to enter in your username and password; enter in your DOE email username and password.



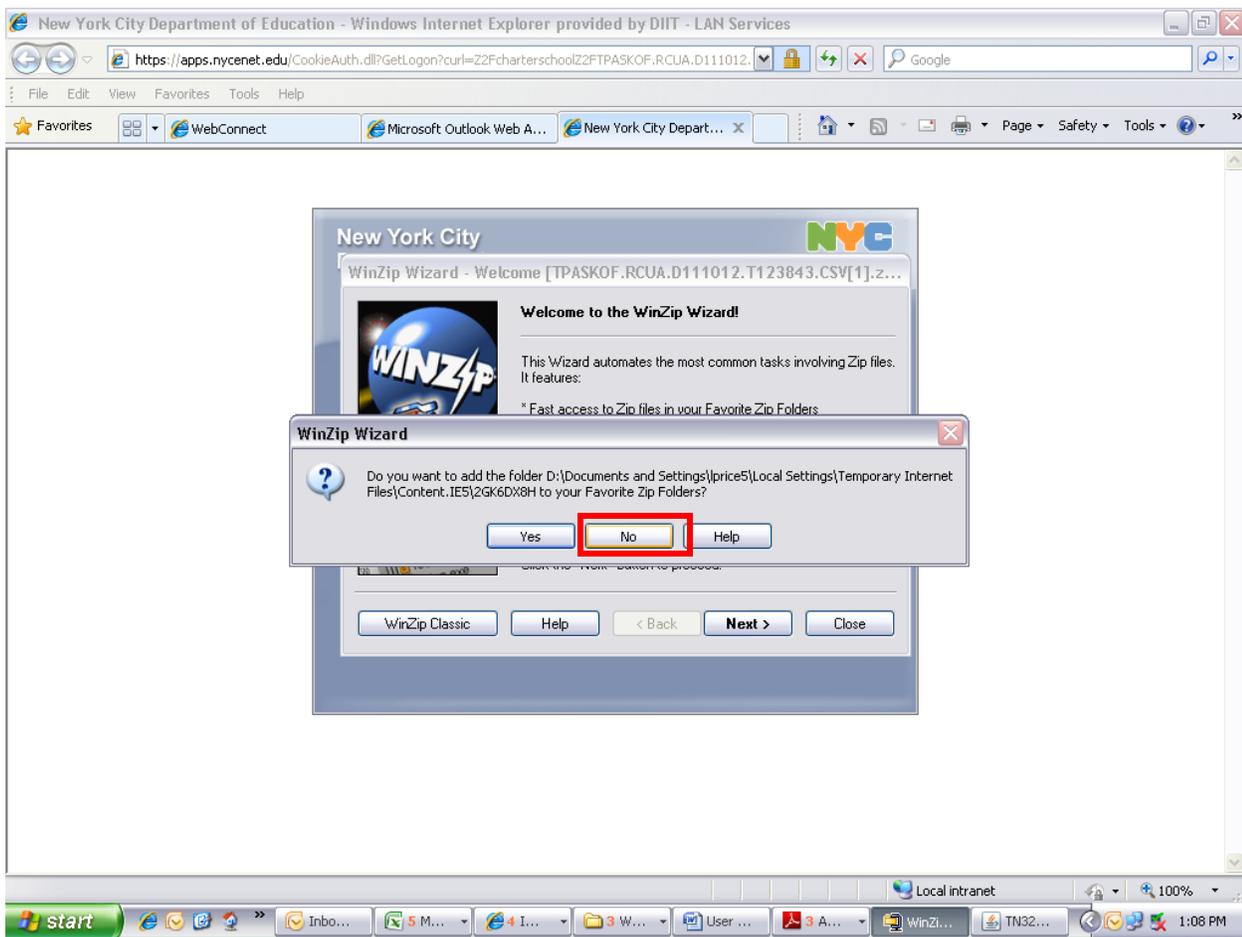
Step 3: Download the file (continued)
Click on "Open."



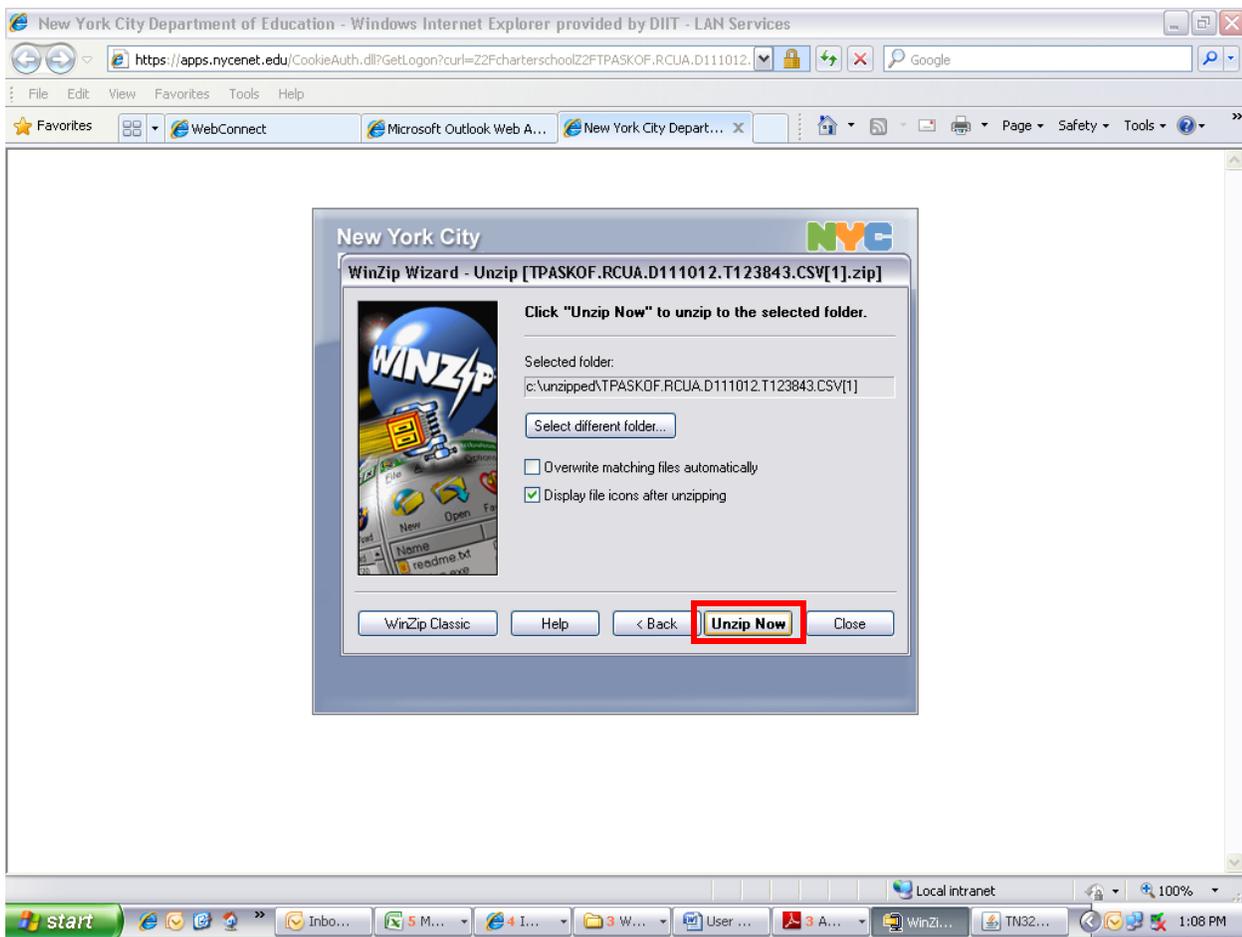
Step 3: Download the file (continued)
Click "I Agree."



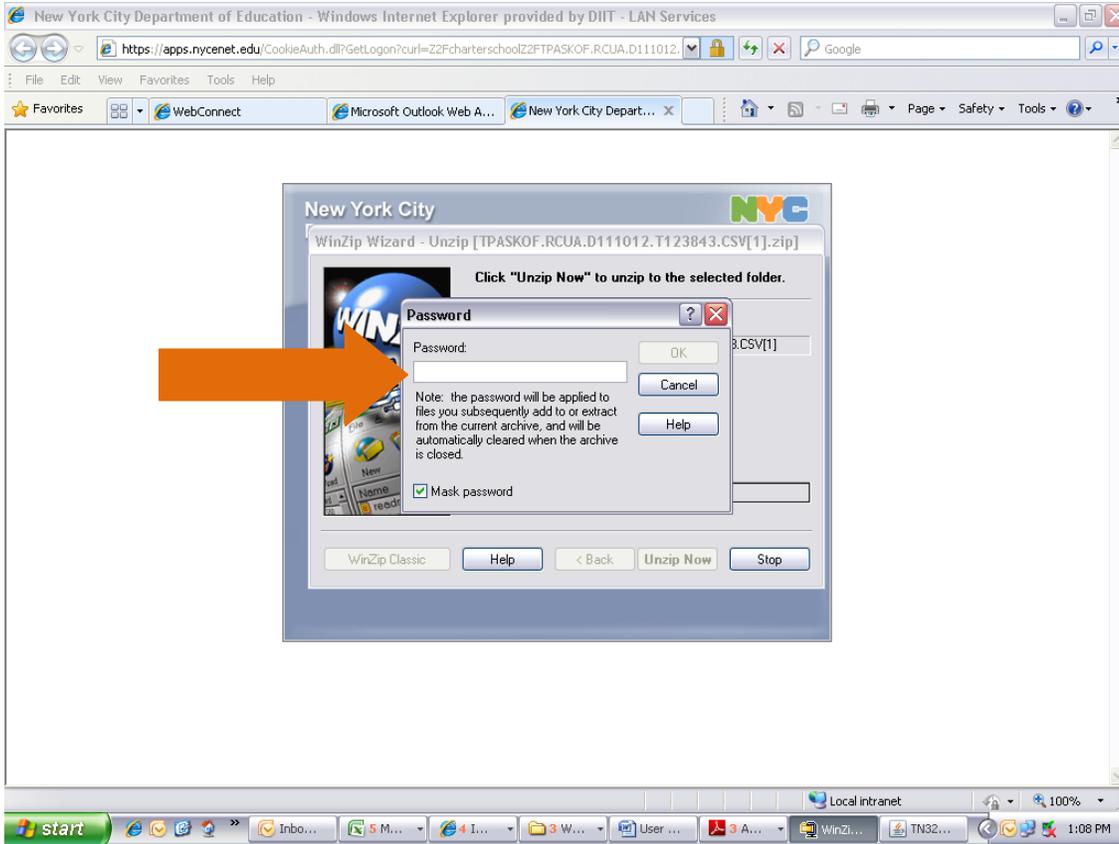
Step 3: Download the file (continued)
Click "Next."



Step 3: Download the file (continued)
Click "No."

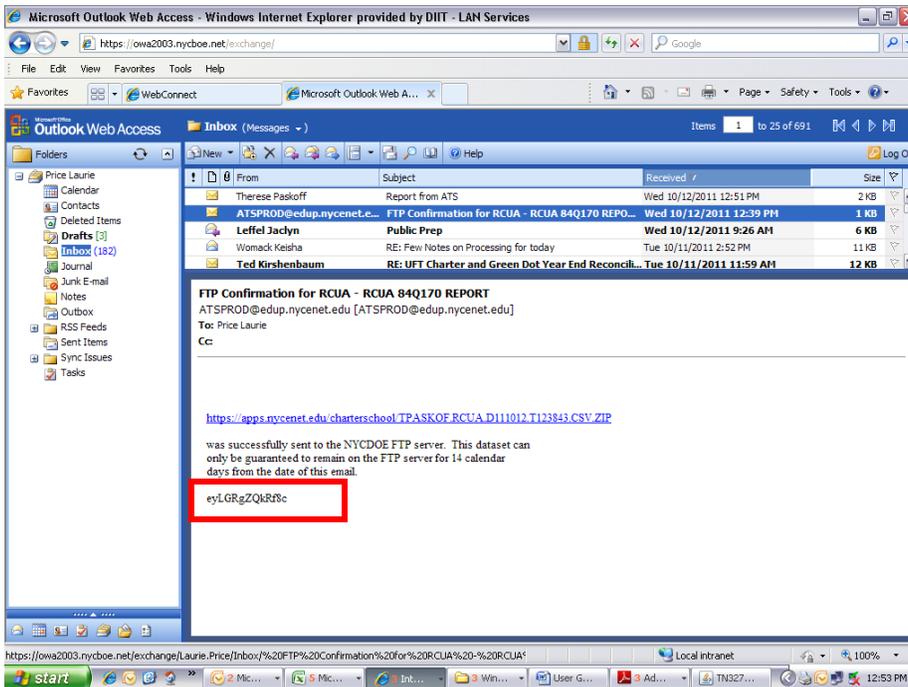


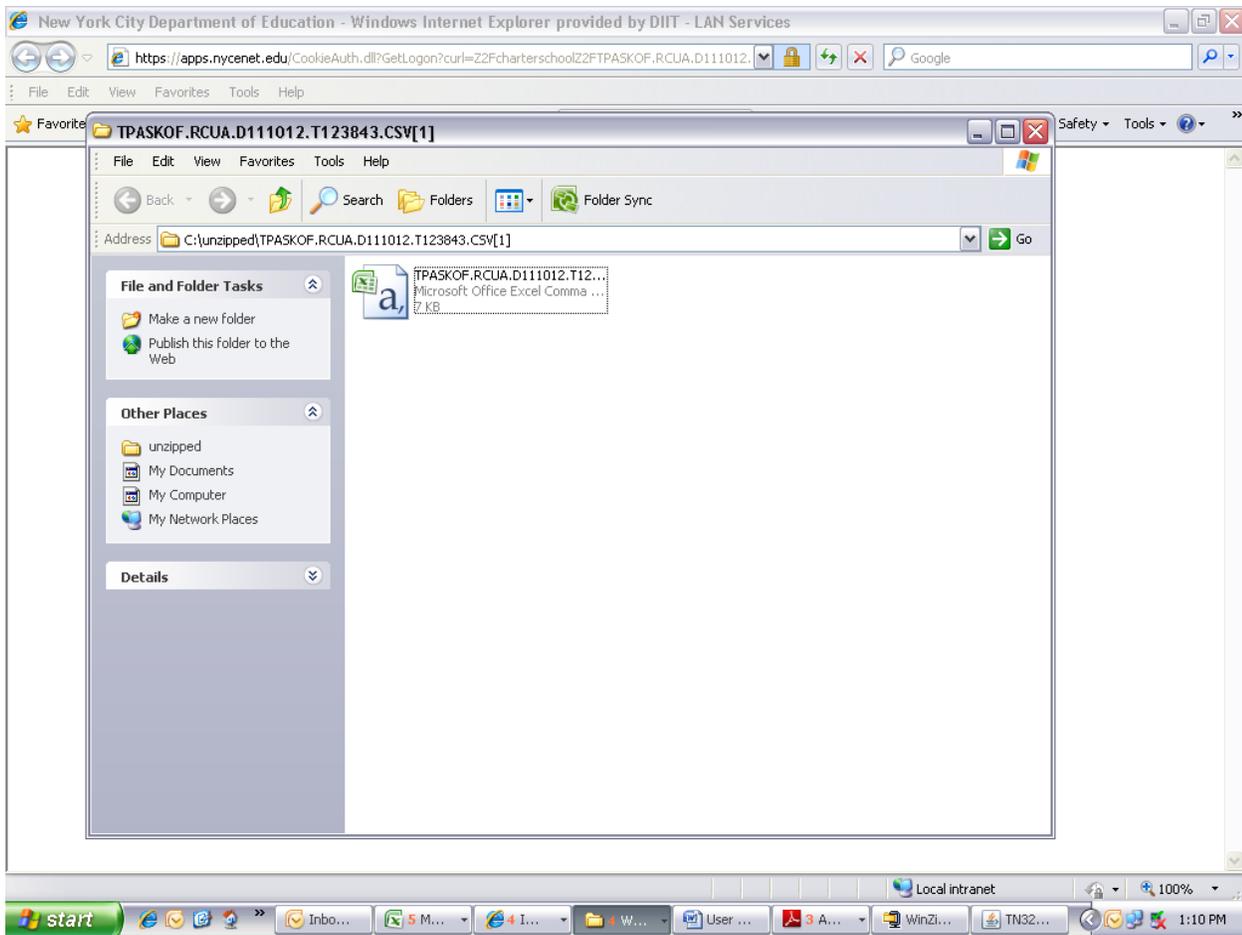
Step 3: Download the file (continued)
Click "Unzip Now."



Step 3: Download the file (continued)

Copy and paste the password contained in the body of the email into the password dialog box.





Step 3: Download the file (continued)
Your report will now open.

Please note that the memory capacity of DOE email accounts is very limited. Please keep your account as clean and empty as possible. If the inbox reaches the limit, you will not be able to receive nor send emails.

If you encounter issues or have trouble during this process, please reach out to your operations liaison in the Charter Schools Office.

Frequently Asked Questions

Q. I need a DOE Email account-what should I do?

A. There is currently a freeze on provisioning new DOE email accounts. Only those who currently have DOE email accounts have access to this functionality.

Q. I need an ATS account- what should I do?

A. To request ATS access, please email a complete form (found [here](#)) and return to Tiffany Liu at TLiu2@schools.nyc.gov

Q. How long will it take to receive the email with the link and password?

A. In most situations, you will receive the email within 3-5 minutes, it can take as long as 15 minutes, but this is rare.

Q. Where do I access the DOE email account?

A. <https://mail.nycboe.net>

Q. When I try to log into my DOE email account, I get an error message. What do I do?

A. Call the help desk: 718-935-5100

Q. Can I send a report to a non-DOE email account?

A. No.

Q. How many reports can I download and how often?

A. As many and as often as you like.

Q. Can I send a report to another DOE email account other than my own?

A. Yes.

Trouble Shooting:

Q. What if I don't get the email with the link and download?

A. Wait a few more moments.

Q. What if I still don't get the email?

Try sending again, make sure you enter the DOE email user name, and NOT the ATS user name. Make sure to wait at least 3-5 minutes.

Q. After all that, what if I still don't get the email?

A. Contact your operations liaison in the CSO.

Q. Which reports have the FTP function?

A. The following Functions have FTP capability. We will be adding this functionality to more reports as the year goes on.

Function	Description
CMND	EXPERT JUMP TO COMMAND LEVEL
DLIB	DOWNLOAD LIBRARY INFORMATION
DNLD	DOWNLOAD REQUEST
DNLO	DOWNLOAD REQUEST
RBIR	BIO ROSTER
RCAI	CITYWIDE AGGREGATE INDICATOR REPORT
RCFR	MEAL CODE / SCHOOL SUMMARY
RCIS	CITYWIDE IMMUN STAT BY SCHOOLS
RCOF	REGENTS COHORT DOWNLOAD
RCOL	DOWNLOAD REGENTS COHORT DATA
RCRL	CROSS REF LIST
RCXA	EXTENDED TIME SESSION ATTENDANCE
RCXB	EXTENDED TIME SESSION DAILY ATTENDANC
RDAL	DAILY ATTD LIST
RDGS	NCLB DISAGGREGATION GROUPS
RHIC	CITYWIDE N.Y.STATE IMMUNIZATION SURVEY
RHSI	HS INCOMMING CLASS STATS
RIAL	INDICATOR ATTENDANCE LIST
RPAL	PERF ATTD LIST (For those schools that scan attendance daily)
RR21	LIST OF INCOMPLETE EVALUATIONS
RRMC	MEAL CODE SUMMARY REPORT
RRXA	EXTENDED TIME SESSION SESSION REPORT
RSCD	STUDENT CUT DOWNLOAD
RSCE	CITYWIDE READING/MATH EXAMS
RSTE	STH ENROLLMENT PER SCHOOL
RXCL	EXTENDED TIME SESSION CLASSES
RYIN	CITYWIDE YTD ATTENDANCE INTERVAL REPO