

Guide to Assigning Site Employee Safety Administrator (SESA) Role for the Bloodborne Pathogen Compliance Tool (For Principals)

INTRODUCTION:

In order to grant your Site Employee Safety Administrator (SESA) access to the Bloodborne Pathogen Compliance Tool, you must first add a role to that person in Galaxy; this allows the appointed SESA at your school to begin working with the Bloodborne Pathogen Compliance Tool.

This guide explains how principals can use the “Assign Role” function in Galaxy to grant an employee from their school access to the Bloodborne Pathogen Compliance Tool.

PART I: LOGGING INTO GALAXY:

1. Go to Galaxy: <http://mygalaxy.nycenet.edu>.
2. Enter your Galaxy User ID and password.
Note: Only the “Head of School” in Galaxy is able to modify user roles.
3. Click the **Logon** button.

Table of Organization

Welcome to your new Homepage for **myGalaxy and Central Offices**

This page will soon provide you with new features, including:

- Galaxy News and Updates
- Calendar Events
- Release Schedules and Notes
- Tools & Resources

Access the Galaxy System ...

Logon Using: Galaxy User Id DOE User Id

Galaxy User ID

Galaxy Password

* DOE User ID

* DOE Password

Location (optional)

my Galaxy (Field Test Region)

[Click Here To Change Settings](#)

* Please enter your DOE user ID in order to enable future logons to the Galaxy system

FAQ

Why am I asked for my DOE User ID?
Next month, galaxy will only allow users to logon using their DOE User ID. Until then Galaxy requires that you enter DOE User ID at least once, along with your Galaxy User ID, so that the system may preserve any system information you have in the application.

Where can I go for Release Notes?
Release notes will soon be available on the myGalaxy Home page.

Are Central Offices on Galaxy
Beginning 1/18/07, Central Offices will have their full and part-time staff on a Galaxy-like Table of Organization. Central offices will now create vacancies on their TO and have an integrated view of their budget and payroll. The Table of Organization will be used to apply fund control to all staffing actions.

System Status Activity

Batch Status

- Nightly Batch
- Mod Finalization
- Spending plans posted to FAMIS
- Discrepancy Merge Status

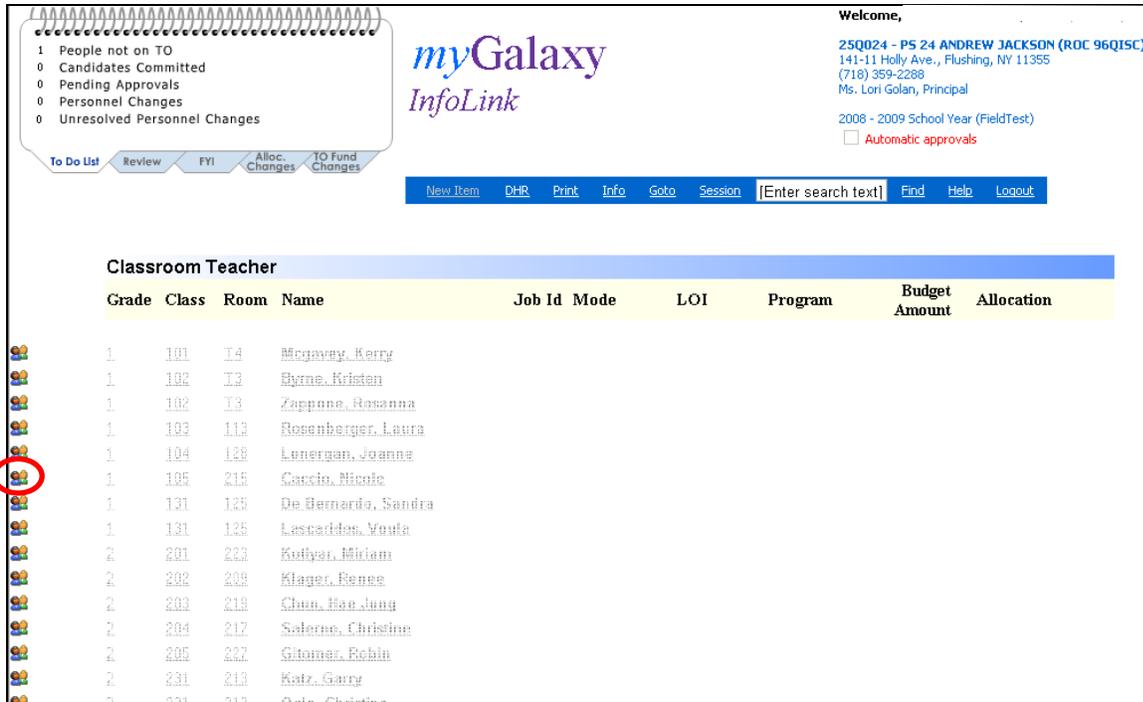
Legend:
• = not completed
• = completed

System Volume

Time	Completed (Green)	Not Completed (Yellow)
8am	600	200
10am	600	200
12pm	600	200
2pm	600	200
4pm	600	200
6pm	600	200
8pm	600	200

PART II: SELECTING A STAFF MEMBER FOR SESA ACCESS

1. Once you are logged into Galaxy, you will see your school's Table of Organization. Every person who works in your school appears on this list.
2. Select an administrator whom you want to assign the SESA role by *right-clicking* with your mouse on the item-level icon () next to their name.



myGalaxy InfoLink

Welcome,
25Q024 - PS 24 ANDREW JACKSON (RDC 96Q15C)
 141-11 Holly Ave., Flushing, NY 11355
 (718) 359-2288
 Ms. Lori Golan, Principal
 2008 - 2009 School Year (FieldTest)
 Automatic approvals

To Do List | Review | FYI | Alloc. Changes | TO Fund Changes

New Item | DHR | Print | Info | Goto | Session | [Enter search text] | Find | Help | Logout

Classroom Teacher										
	Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
	1	101	T4	McGavey, Kerry						
	1	102	T3	Byrne, Kristen						
	1	102	T3	Zappone, Rosanna						
	1	103	113	Rosenberger, Laura						
	1	104	128	Lehman, Joanne						
	1	105	215	Cascio, Nicole						
	1	131	125	De Bernardo, Sandra						
	1	131	125	Lascardes, Yveta						
	2	201	223	Kofiyar, Miriam						
	2	202	208	Klager, Renee						
	2	203	219	Chun, Han Jung						
	2	204	217	Salerno, Christine						
	2	205	222	Gitomer, Robin						
	2	231	213	Katz, Garry						

- Click the **Assign Roles** option on the menu.
Note: This will open a submenu; you will see two options ARIS and BBP.
- Trace to and click **BBP**, as shown in the screenshot below.
Note: Do NOT make any ARIS changes.

myGalaxy InfoLink

Welcome, Rouel Pagtalunan (Submit Access)

01M015 - PS 015 ROBERTO CLEMENTE (ROC 96CF)
333 East 4th Street, New York, NY 10009
(212) 228-8730
STAEHELL, THOMAS, Principal
2009 - 2010 School Year (Galaxy_Prod)
 Automatic approvals

To Do List: Review FYI Alloc. Changes TO Fund Changes

Secretary

Name	Assignment	Job Id	LOI	Budget Amount	Allocation
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Classroom Teacher

Grade	Class	Room	Name	Job Id	Mode	LOI	Program	Budget Amount	Allocation
			Papa, Michelle	08APA	Whole Class	English	None	\$67,587	El. Fair Student Func
			Safer, Susan	08P10	Whole Class	English	Student Cr.E	\$67,587	"Many"
			Stufamante, Christian	08200	Ch. - Special	English	Spec. Cr.E	\$67,587	El. Sp. Cr. Cr.E
			Holman, John	08P10	Whole Class	English	None	\$67,587	El. Fair Student Func
			Nichols, Miranda	08L86	Whole Class	English	None	\$67,587	El. Fair Student Func
			Lalieria, Simon	08L20	Whole Class	English	None	\$67,587	El. Fair Student Func
			Chen, Matthew	08200	Whole Class	English	None	\$67,587	El. Fair Student Func
			Stroop, Sarah	08L10	Self-Contained	English	None	\$67,587	El. Fair Student Func
			Yamada, Mitsu	08P10	Whole Class	English	Maintain. Cr.E	\$67,587	"Many"
			Manowsky, Katherine	08P10	Whole Class	English	None	\$67,587	"Many"
			v. Cabri	08P10	Whole Class	English	None	\$67,587	El. Fair Student Func
			McNeil, Cath...	08P10	Whole Class	English	None	\$67,587	El. Fair Student Func
			...	08P10	Ch. - General	English	Ch. General E	\$67,587	"Many"
			...	08P10	Ch. - Special	English	Maintain. Cr.E	\$67,587	"Many"
			Demarest, Nicole	08P10	Whole Class	English	None	\$67,587	El. Fair Student Func
			...	08P10	Whole Class	English	None	\$67,405	"Many"

Elementary Cluster/Quota

Done

PART III: ASSIGNING THE SITE EMPLOYEE SAFETY ADMINISTRATOR ROLE FOR A STAFF MEMBER

1. Click to select the "Site Employee Safety Administrator" checkbox.
2. When you are finished selecting the role, click the **Save** button.

myGalaxy InfoLink

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 333 East 4th Street, New York, NY 10009
 (212) 228-8730
 STAEBELL, THOMAS, Principal
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 Automatic approvals

Assign Access -- Web Page Dialog

Access Assignment

Assign Access
 Please select the role you wish to assign to this person

Office: PS 015 ROBERTO CLEMENTE
 Last Name: PAPA First Name: MICHELLE
 Email:

Select Role(s)
 Site Employee Safety Administrator

Save Cancel

Secretary
 Name

Classroom Teacher
 Grade Class Room

PTF Inquiry
 Copy Item
 Bulk Copy
 History
 Previous Year Details
 Cost Basis
 Change HH Reason
 Change Excess Reason
 Salary Details

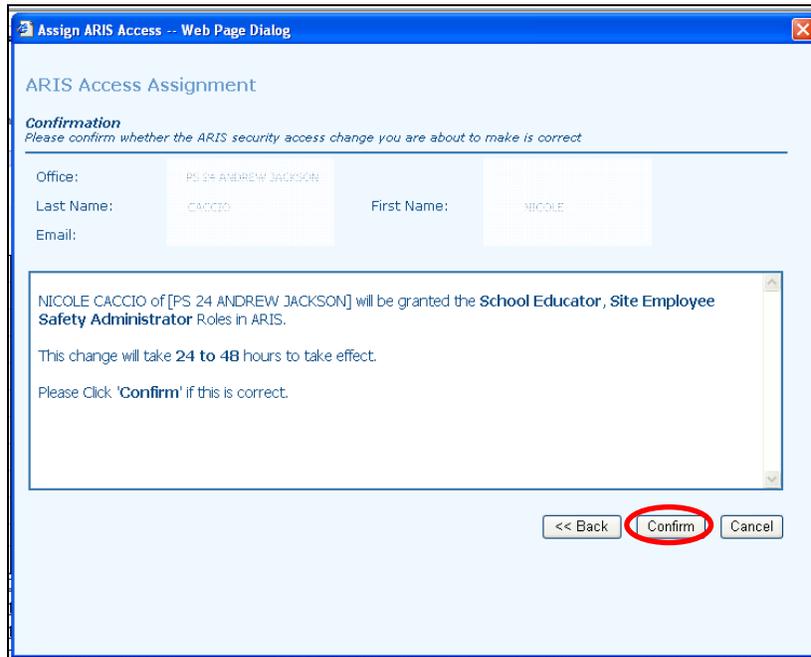
Assign Roles	ARIS	Staff, Callin	05691	Whole Class	English	None	\$57,587	TL, Fair Student Func
Assign to SWPBP Comp Cmt	BBP	Staff, Jessica	05692	CH - General	English	CH, General	\$57,587	Many
Enter OSIS Assignments		Staff, Jessica	05691	CH - Special	English	Multan, Cr S	\$57,587	Many
		Staff, Jessica	05691	Whole Class	English	None	\$57,587	TL, Fair Student Func
		Staff, Jessica	05691	Whole Class	English	None	\$57,405	Many

Elementary Cluster/Quota

Done

PART IV: CONFIRMING THE SITE EMPLOYEE SAFETY ADMINISTRATOR ROLE FOR A STAFF MEMBER

1. You will see a confirmation screen with the role change you entered.
2. Click on the **Confirm** button to verify that you want to make this change.



3. A final confirmation message will pop up. Click **OK** to return to your Table of Organization.

